

# D2L



## **K-12 LMS Evaluation Guide**

Laying the groundwork for a successful learning management system evaluation process

# Table of Contents

---

<b>TECHNOLOGY ENHANCED LEARNING IS HERE TO STAY</b>	<b>3</b>	<b>PHASE THREE: EVALUATE</b>	<b>13</b>
<b>REASONS TO INVEST IN AN LMS NOW</b>	<b>4</b>	Consider Best and Final Offers (BAFOs)	14
Welcome to Your LMS Evaluation Guide	6	Compare Cumulative Scoring From RFP Responses and Demonstrations	14
Where to Start?	6	Write Your Project Report and Recommendation	14
The Four Phases of an Evaluation Process	6	Present Your Recommendation to Executive Sponsor	14
<b>PHASE ONE: PLAN YOUR EVALUATION</b>	<b>7</b>	<b>PHASE FOUR: SELECT A VENDOR</b>	<b>15</b>
Define Your Committee and Executive Sponsor	8	Contract Negotiations including IT, Legal and Other Stakeholders	16
Conduct Your Stakeholder Survey	8	Share With Your Community	16
Define Your Timelines for Evaluation, Decision and Implementation	9	<b>APPENDIX</b>	<b>17</b>
Define the RFP Requirements and Minimum Threshold for Shortlisted Vendors	9	Sample Timeline	17
Design a Rubric for Demonstrations	9	Sample Evaluation Scoring	18
Establish Your Overall Scoring Criteria	9	Presentation Topic Agendas	18
Arrange for Demonstrations with Vendors	10	Presentation Deep Dives	19
Keep Your Community Informed	10	How to Evaluate Usability	19
<b>PHASE TWO: CONDUCT THE RFP AND FORMAL PROCESS</b>	<b>11</b>	Help Us Improve Our Learning Environment	20
Prepare Your RFP	12	Recommendations Report Outline	22
Arrange for Deep-Dive Demonstrations With Top Vendor Candidates	12	LMS Demonstration Instrument (for Vendors)	23
Check Your References	12	Sandbox Evaluation Instrument (for Teachers)	25
Conduct Sandbox Testing	12		

# Technology-Enhanced Learning is Here to Stay

---

Over the past two years, we have seen an incredible increase in K-12 districts, schools, students, teachers and administrators using technology to support learning.

Each of these stakeholders has firsthand experience with the benefits that come with increased technology-enhanced learning in classrooms. These include increased opportunities for personalization, more flexibility with asynchronous learning and the ability to shift from in-person or blended learning to virtual, or even a hybrid model.

Whether it's blended, hybrid or virtual, technology-enhanced learning in some capacity is here to stay. While digitization was born largely out of necessity, innovation has done some amazing things for student learning. This shift in the K-12 learning model represents an opportunity for K-12 educators to continue to rethink and innovate their approach to instruction and learning delivery, while building the foundational skills that students need for higher education and future workplace success.

While large-scale adoption of remote learning exposed opportunities for further innovation, there are many students thriving in an online environment. A 2020 survey of more than 1,000 parents of K-12 students found that 45% would opt to keep their children fully online given the chance, while another 22% indicated that they would choose a hybrid model for their children.<sup>1</sup> Educators are also onboard: in a 2021 survey,<sup>2</sup> 94% of K-12 teachers said they were open to the idea of hybrid learning if they had the proper resources, curriculum and support.

K-12 schools and districts have begun to reinvent their professional learning strategies. There is a need for ongoing teacher training and ongoing, high-quality professional development. Delivering these to staff with more traditional methods can present a challenge as schools deal with staff shortages, limited teacher time and the high costs of travel and backfilling. Many districts have moved their teacher professional development programs online, in part to equip teachers for remote teaching. Teachers who may have been reluctant to embrace a learning management system (LMS) in the past now acknowledge that it has become the backbone for remote, technology-enhanced instruction. It also enables professional learning at their own pace. Teachers are realizing the personal benefits of self-paced, asynchronous professional learning and bite-sized, just-in-time micro learning, both of which are made possible through an LMS.

Just as retail, banking, and other industries have embraced an omnichannel model of business, it is very likely that districts and schools will seek to offer a variety of learning options for K-12 learners and educators alike, from the traditional classroom to blended learning scenarios (where technology is employed in the classroom) through to hybrid and fully virtual learning. It is also likely that professional development in schools will continue forward in some digitally enabled format.

With technology here to stay, there is a compelling argument to be made that digital learning—in whatever form it takes—should be built on an LMS foundation. We have learned that technology-enhanced learning is rapidly evolving and will likely continue to accelerate. An LMS allows K-12 districts, schools and educators to readily adapt to technological changes and advancements, including new devices, content forms and delivery methods. It also empowers districts to keep students learning during unexpected closures, like those related to weather or maintenance.

The time is now for your school or school district to consider investing in a world-class LMS allowing you to capitalize on the omnichannel educational opportunity and transform learning and professional development experiences to meet instructors' and learners' needs—no matter where or who they are.

## Here are several reasons to invest in an LMS now:

### 1. EXCEPTIONAL EXPERIENCES AND OUTCOMES.

High student engagement translates into higher completion rates, graduation rates, and test scores. Motivated learners take ownership of their education, do their best, overcome those barriers, and achieve success in the classroom and within their lives. An LMS helps engage students and create exceptional experiences and outcomes. It facilitates timely and contextual feedback, and fosters dynamic, stimulating, and interactive classroom experiences where children are encouraged to showcase their learning with pride.

### 2. A SINGLE PLATFORM FOR ALL DIGITAL LEARNING NEEDS.

By implementing an LMS, districts can simplify technology-based teaching in a way that is aligned to standards and individualized for each student, and support all modalities of learning from in-classroom, to blended, to fully virtual, and teacher professional development. Using a single platform to manage learning also simplifies data collection and analytics for measuring key performance indicators.

### 3. A SOLUTION THAT ADAPTS TO ALL GRADE LEVELS.

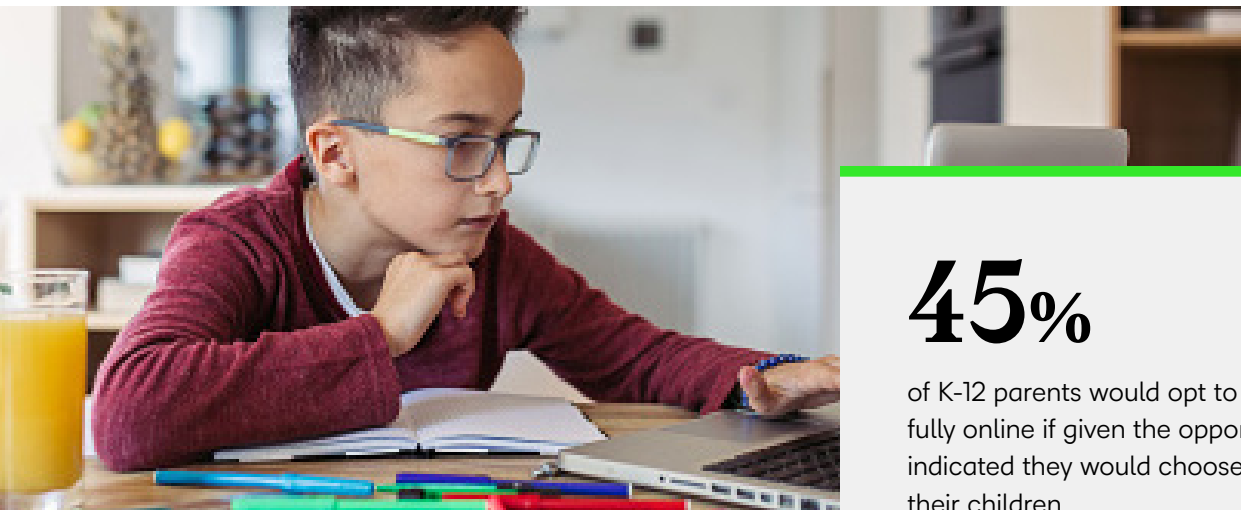
The same LMS solution serves grades K–3, 4–6, and 7–12 with appropriate instructional scaffolding. Teachers use a consistent set of tools across grade levels and subjects. Students also receive a consistent experience and personalization features as they advance to different grades and schools within the district.

### 4. EQUITY FOR EVERY STUDENT.

An LMS offers full inclusion and equitable access for all learners by delivering a personalized online learning experience tuned to individual students and their unique styles of learning. From grade level, to accessibility, to supporting differentiated instruction, to anywhere, anytime learning, your LMS should be able to flexibly align to the school, the instructor, and the learner's needs.

### 5. HIGH-QUALITY DIGITAL CONTENT.

By implementing an LMS that offers integrated curriculum-aligned digital content, districts set their schools up for success. Teachers save time planning lessons and developing online content so they can spend more time reaching every student's individual needs in the classroom.



# 45%

of K-12 parents would opt to keep their children fully online if given the opportunity, while 22% indicated they would choose a hybrid model for their children.



## **6. MEANINGFUL CONNECTIONS WITH PARENTS.**

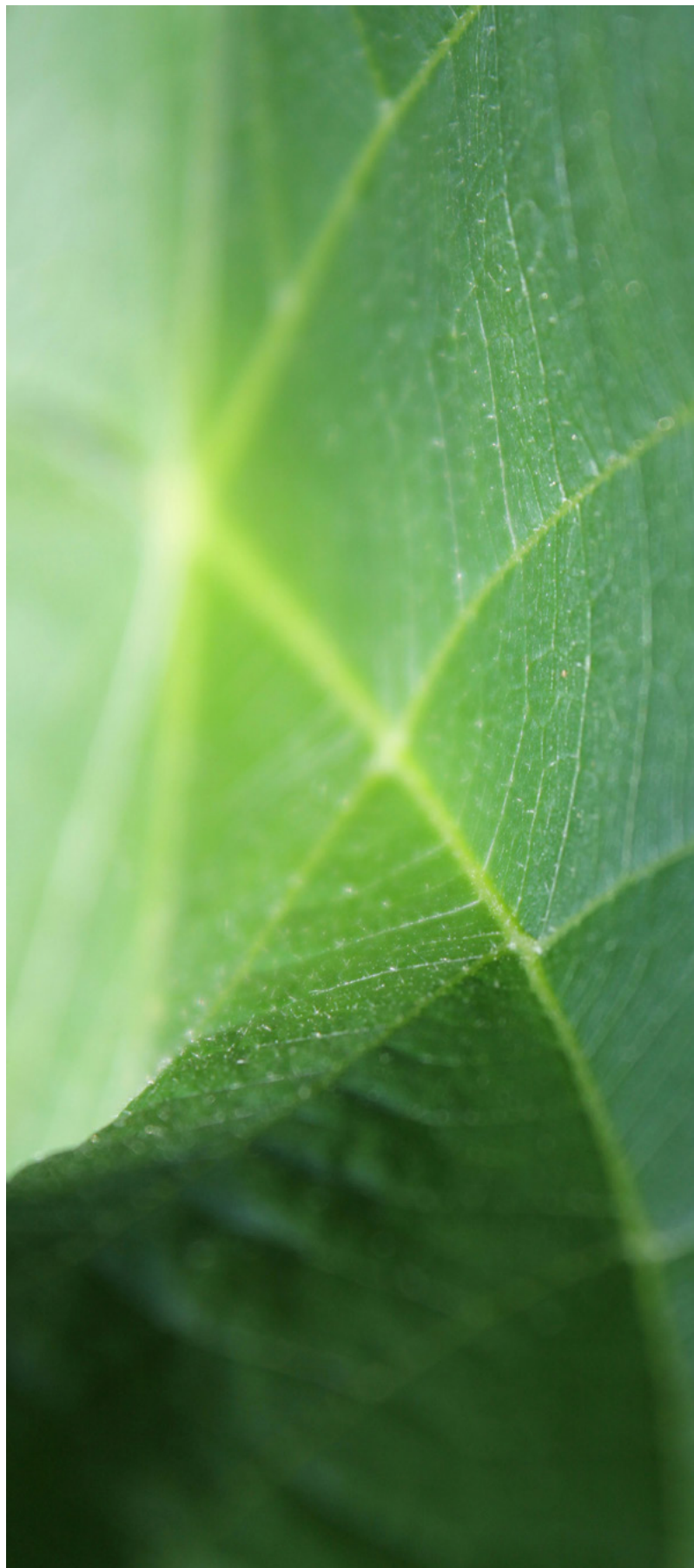
Communicating with parents in a timely and meaningful way is always important, but especially so during these stressful times. Streamlined teacher/parent or guardian communication is shown to positively impact student outcomes and academic performance, can result in fewer behavioral issues, and is tied to higher graduation rates. Your LMS should make it easy for instructors to share their students' work with parents and guardians while offering them a window into classroom activities and schedules. It should also flow communication from parents and guardians back to instructors and offer them the flexibility and simplicity to use any device of their choosing for that communication.

## **7. TOOLS TEACHERS LOVE TO USE FOR TEACHING AND PROFESSIONAL DEVELOPMENT.**

It's been a challenging and stressful time for teachers. The last thing they need is to shoulder additional administrative teaching tasks. An LMS should bring new efficiencies to a teacher's day through virtual assistants, automated content releases, and easy-to-design rubrics; so there's more time for the quality, one-to-one student and parent interactions that are so needed right now. The added benefit of having access to an LMS is that teachers can be immersed in the learning environment for their own professional development, which can further enhance the teaching experience for them in the classroom.

## **8. A PARTNERSHIP YOU CAN TRUST.**

K-12 districts are most successful when they are supported by a strong partner throughout their customer journey. Find a vendor that is ready to partner with customers to improve retention, grow advocacy, and create scalable growth aligned to your teaching and learning goals. The right services can be vital to helping you get more out of your learning platform. More than that, they give you confidence that your vendor has broad expertise within the space and that they'll be there to support you well beyond launch. Whether you're building from the ground up or migrating from one LMS to another, making the transition can be challenging. Look for a partner who can support and help your team with change management, strategic planning, building learning programs, course migration, course development and design, reports/dashboards, and also offer the day-to-day technical and administrative guidance you need.



# Welcome to Your LMS Evaluation Guide

Whether you're evaluating LMS solutions for the first time or reevaluating your LMS needs, it's critical to listen to the specific needs of your teachers and students, and to use the evaluation process to select a vendor that best meets everyone's requirements. We've created this evaluation guide to assist you in this journey.

## WHERE TO START?

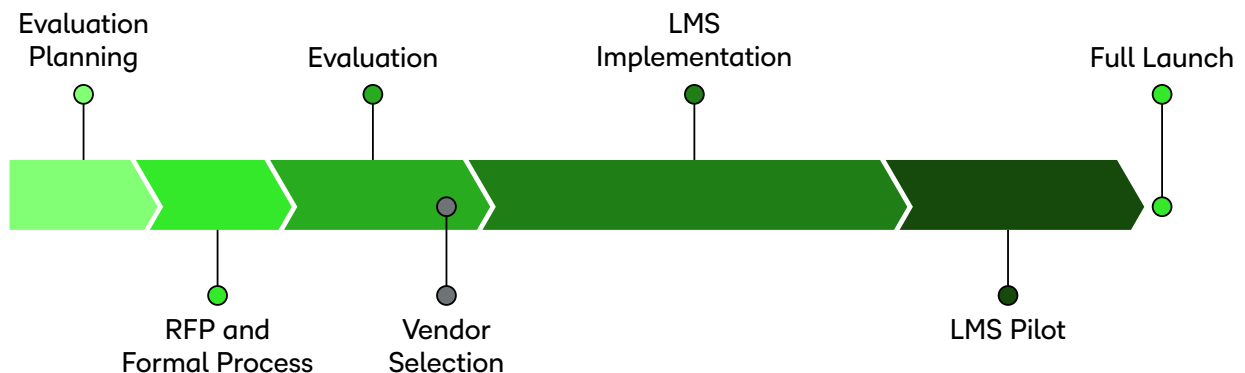
There are many ways to approach an LMS evaluation process. The illustration below speaks to the most common process leveraged by K-12 institutions:

## THE FOUR PHASES OF AN EVALUATION PROCESS

An effective evaluation process typically consists of four phases:

1. **Evaluation planning:** Identify key requirements and what differentiators are important to you.
2. **RFP and formal process:** Release the RFP (if required) to the public.
3. **Evaluation:** Review all submitted materials and calculate scoring based on your evaluation criteria.
4. **Vendor selection:** Select the vendor and begin contract discussions.

The rest of this document will take a deeper dive into these four phases and provide guidance and tips to help you select the best LMS for your needs.



## Plan Your Evaluation

**Approximate timeline:** 2 Months

**Tips:**

- Don't just evaluate an LMS based on a specific point in time. Be sure to also evaluate the vendor's road map and vision.
- Build a work-back schedule and timelines—start with the date you'd like to be fully live with a new system and work backward to build out your project plan.

### **SUCCESS CHECKLIST**

- Define your committee and executive sponsor.
- Conduct your stakeholder survey.
- Define your timelines for evaluation, decision, and implementation.
- Define your RFP requirements and a minimum threshold for shortlisted vendors.
- Design the rubric for demonstrations.
- Establish your overall scoring criteria.
- Arrange for town hall-style demonstrations with vendors.
- Keep your community informed.



**DEFINE YOUR COMMITTEE AND EXECUTIVE SPONSOR**

When establishing your LMS evaluation committee, it is critical that you take into consideration the needs of all stakeholders and users at every level of online learning maturity (from novice to power user). Make sure to gather representation from different stakeholders and incorporate use cases across your district or board, including the following:

- Executive sponsor
- Professional development personnel
- Early adopters
- Instructional designers
- Institutional success administrator
- Thought leaders
- IT leaders
- Academic support staff
- Director of online learning
- Director of assessment
- Special education personnel

Choose team members who will work well together. Include a mix of technical people and staff from each school, if applicable. Appoint only those people who are truly willing to serve; having 10 committed individuals is better than having 20 who are uncommitted.

**CONDUCT YOUR STAKEHOLDER SURVEY**

Tailor the survey instrument provided in this guide to your own needs. Use it to zero in on specific needs, not solutions. Distribute the survey via a tool such as Survey Monkey to the following user groups:

- Students
- Curriculum designers/specialists
- Teachers
- Professional learning coordinators
- Staff
- IT leadership
- Principals
- Accessibility coordinator
- Superintendents

Limit the number of responses so you can manage the data most effectively. Two to 10 participants per user group is ample. Aim for a total of 20 to 25 responses.

Make sure the survey provides some open field responses. This allows people to elaborate on their ideas rather than just offering simple yes or no answers. For example:

QUESTION	RESPONSE
What capabilities do you need in a learning platform to provide learning opportunities for students and organize all digital instruction in one place?	
What capabilities do you need in a learning platform to ensure equitable access to digital learning?	
What capabilities do you need in a learning platform to help parents and guardians stay informed and support their children?	

Focus on getting the most feedback from your students in a variety of use cases—e.g., virtual, blended, 1:1, elementary, and secondary—and in different departments.

Consider making the instrument anonymous if the participant identifies their use case and department. If you want the option to follow up, make their identity optional. If you need more clarity or information, supplement the instrument with select interviews and focus groups.



## **DEFINE YOUR TIMELINES FOR EVALUATION, DECISION AND IMPLEMENTATION**

Starting with the date you're aiming to be fully live, create a workback schedule outlining timelines for important milestones of the project. Refer to the Appendix for an example project timeline.

## **DEFINE THE RFP REQUIREMENTS AND MINIMUM THRESHOLD FOR SHORTLISTED VENDORS**

Understand your institution's procurement policies that are relevant to the purchase of an LMS. Ask your procurement manager these questions:

1. Are there accessibility requirements or technical integrations that need to be considered?
2. Do we require a formal RFP?
3. Are we a member of a purchasing consortium that enables us to receive best-value pricing or skip the RFP process?

## **DESIGN A RUBRIC FOR DEMONSTRATIONS**

By designing a scripted rubric for demonstrations, you will ensure vendors focus on your specific needs and requirements.

In preparation for vendor demonstrations and for your own testing, you will need a tool to level the playing field. Identify ordinary tasks and functions for each vendor to demonstrate and for you and your evaluation team to try out. Create five to 10 use cases for several user groups, and tailor the template to your unique needs.

Set out the high-level goals of the LMS evaluation project so you have a good idea of what you want your project team to accomplish. Then, review these goals once your project team is in place so everyone is clear on their mission and purpose.

### **Some sample goals might include:**

- Our current learning platform(s) can't meet all current or future digital learning needs.
- We have low adoption rates for our current learning platform.
- We need to find a new learning platform that both teachers and students will embrace and use to their full advantage.

- Our current learning platform doesn't sync with our Student Information System (SIS).
- We need to focus on student progress and classroom impact.
- Our current learning platform is coming up for renewal and we want to explore other options.
- We need a learning platform that can work for student learning as well as teacher professional learning.
- Our current learning platform does not provide the capability, flexibility, or depth that our teachers and administration demand. We need to find a new learning platform that adjusts to diverse user needs and offers deep analytics for administrative insights.
- Our current learning platform does not work well on mobile devices. We need to find a learning platform that has a fully responsive design.
- Our current platform doesn't offer native content and our teachers don't have time to create it.
- Our current vendor isn't equipped to help us build our courses. We have to do it ourselves, but we don't have the resources.
- Teachers have not adjusted from our last LMS transition. We need a partner who can help with both the tech and people side of change management.
- Our current vendor does not provide day-day support if the need arises. We need a partner who can support us with day-day LMS administration, provide technical guidance, and help with data and analytics.
- We need support with building a learning environment that is interactive, engaging and accessible for all students.
- We need a partner who can enable and equip our teachers with knowledge, templates, tools and techniques to build courses.

## **ESTABLISH YOUR OVERALL SCORING CRITERIA**

Refer to the Appendix for an example scoring chart.

## ARRANGE FOR DEMONSTRATIONS WITH VENDORS

Invite the top three contenders to meet face-to-face or virtually to demonstrate their product to your evaluation team. Prior to the meeting, send them your completed LMS Demonstration Instrument and ask them to demonstrate how their product accomplishes each of your use cases.

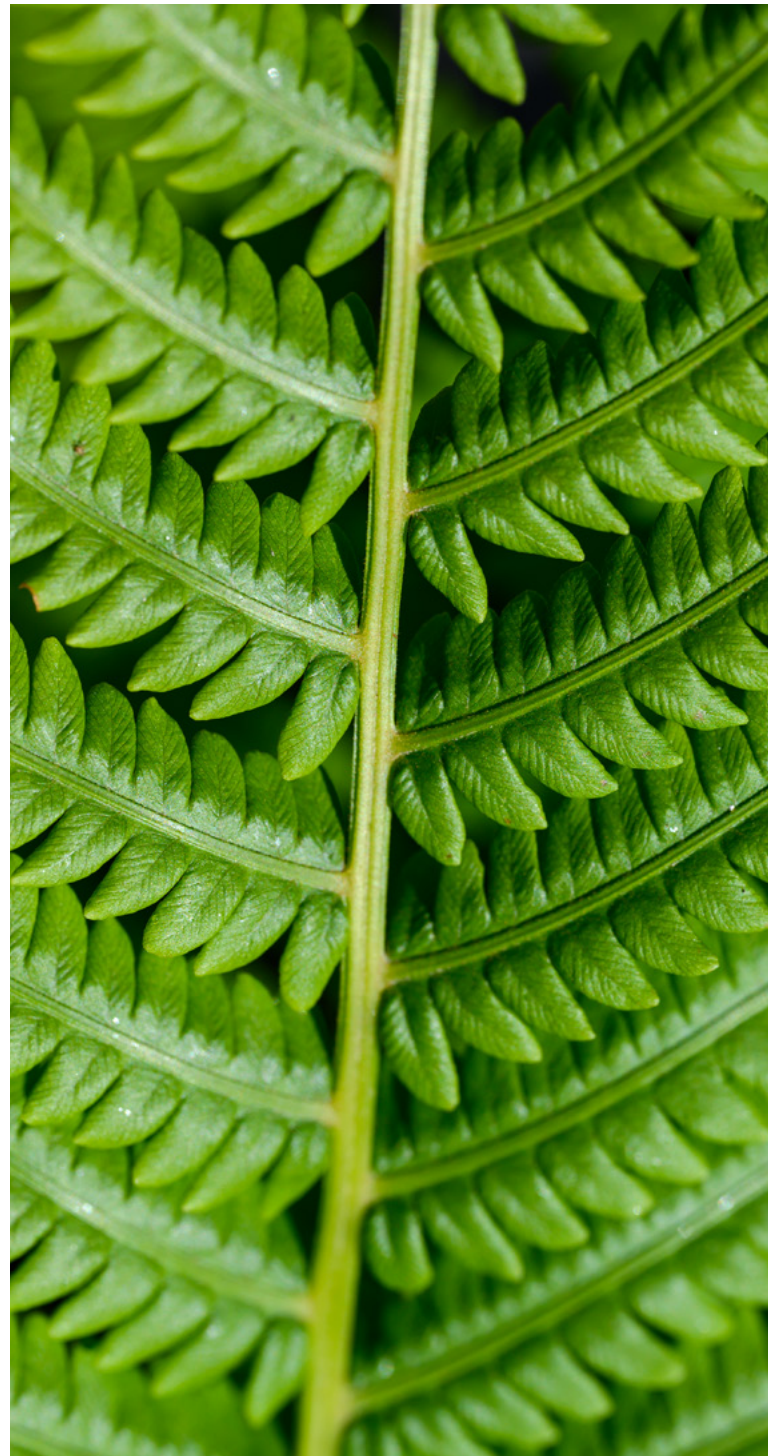
Revisit the list of external apps and tools requested by stakeholders in the surveys. Ask your vendors to either demonstrate these integrations or prove they can integrate those tools into their platform.

Collect information on how the company will support your needs and goals—not just through their LMS software, but also through their account management and other consulting services. In advance, share your organization's strategic plan with each vendor so the presenting team knows what's important to your institution and can deliver a presentation that will resonate with your team.

Ask each member of your evaluation team to take notes during the demo using a standardized framework. Leave ample time following each demo for your team to discuss their notes.

## KEEP YOUR COMMUNITY INFORMED

The selection of the right LMS for your institution begins and ends with meeting the needs of your community, from administration to teachers to students.



Throughout the evaluation process, **remember** to keep your **community** in the loop.



## Conduct the RFP and Formal Process

**Approximate timeline:** 2 Months

### Tips:

- Use a scripted rubric to help evaluate each LMS and vendor.
- Break out demonstrations by topics of interest.
- Review buying agreements.

### SUCCESS CHECKLIST

- Prepare your RFP.
- Arrange for deep-dive demonstrations with top vendor candidates (see Appendix for examples).
- Check your references.
- Conduct sandbox testing.

## PREPARE YOUR RFP

- Tailor the recommendations report outline (please see Appendix for examples) to your own needs.
- Translate the needs of the various groups to the potential features and functions you need in a solution.
- Present recommendations in order of importance, from what you must have to what you would like to have.
- Aim for 30 to 60 requirements. The more specific you get, the easier it will be for your team to evaluate products.
- Out of these requirements, identify 10 that your LMS absolutely must have—for example, it must align to ADA standards and it must have responsive design.
- Identify what you do not need. Determine clearly what is out of scope.

## ARRANGE FOR DEEP-DIVE DEMONSTRATIONS WITH TOP VENDOR CANDIDATES

All LMS solutions, no matter the vendor, have a broad set of features and tools to support the needs of a range of roles, from administration to course design to instructors and students.

Breakout or deep-dive demonstrations can go beyond the basics to address the specific needs of stakeholders on a granular level.

Please refer to the Appendix for examples of deep-dive demonstration topics.

## CHECK YOUR REFERENCES

Ask for customer references from each vendor. Make sure the references provided are current users of the LMS, as they will have fresher insights. When you speak with them, ask them whether they can share their experiences with the vendor's responsiveness, problems encountered, problem resolution, and lessons learned.

Conduct additional due diligence by researching the following for each vendor:

- Financial health and stability
- History and longevity
- Customer retention/churn
- Executive stability and capability
- Thought leadership
- Innovation, R&D, and road map
- Relevance in new trends and technology
- Expertise with implementation, course conversion, and support
- Commitment to long-term partnership
- Teaching and learning expertise
- Tools that support student success

The strength of your vendor's position in the above areas will help you fully assess your partnership to ensure long-term support and reliability. This will help build your confidence that the vendor will:

- Support the product and your user community well
- Continue to grow with you
- Have the resources to finance future product development and innovation

Share your reference findings with the broader evaluation team for discussion.

## CONDUCT SANDBOX TESTING

Ask each vendor to provide you with access to a sandbox where you can test tasks and functions inside their product. Have the vendor provide sample courses for the grade levels you require, as well as teacher professional learning (if applicable). Also, ask the vendor to import some of your current courses from your existing LMS.

Once your vendor has created your sandbox, ask one or two people from each user group to try out the activities in your sandbox evaluation instrument (page 26). This tool uses the identical use cases each vendor demonstrated to you but has spaces where you can document your experience.



## Evaluate

**Approximate timeline:** 3 Months

### Tips:

- When evaluating proposals, make sure to consider what is and is not included in a vendor's pricing (for example, services and ongoing support).
- Don't just evaluate the LMS platform at a point in time. Evaluate the vendor's road map and vision.
- In building your timeline, start at when you'd like to be fully live with a new system, and work backward.

### SUCCESS CHECKLIST

- Consider best and final offers (BAFOs).
- Compare cumulative scoring from RFP responses and demonstrations.
- Write your project report and recommendations.
- Present your recommendations to the project's executive sponsor.



In your final meeting with the project team, discuss your findings and establish consensus.

While each member of your team may have their own preferences, it is very important at this stage to stay focused on your objectives.

Each member of your team, along with the project team, should align their evaluation of each candidate LMS to the following, in this order:

- The goals you have established
- Your recommendations based on the survey
- Vendors' corporate stability, thought leadership, and long-term partnership
- Vendor demonstrations
- Sandbox experience

### **CONSIDER BEST AND FINAL OFFERS (BAFOS)**

At this point, the committee should review and consider best and final offers from each vendor in consideration.

### **COMPARE CUMULATIVE SCORING FROM RFP RESPONSES AND DEMONSTRATIONS**

Compare the scoring for each vendor's RFP response and demonstrations according to the scripted rubric. This will ensure that your evaluation is objective and maintains focus on the needs and goals you identified earlier in the process.

### **WRITE YOUR PROJECT REPORT AND RECOMMENDATION**

You now have enough information to select one vendor and one LMS. Congratulations on a job well done. Consider writing a report on your decision and publishing it both internally and externally. Your students, teachers, staff, and external stakeholders will appreciate hearing about your decision and the reasons behind it. You can invite the vendor to help you generate buzz surrounding your adoption of their LMS, so you get maximum exposure and buy-in from all your user groups.

### **PRESENT YOUR RECOMMENDATION TO EXECUTIVE SPONSOR**

You have done the legwork. Now it is time to present your selection to your executive sponsor and secure their seal of approval. Remember, you are presenting more than technical findings. You are presenting a business case. Show that your evaluation and selection process are aligned with key objectives for the institution, that the vendor you have chosen meets your partnership requirements, and that there is a clear timeline and plan for implementation.





## Phase Four

### Select a Vendor

**Approximate timeline:** 2 Months

#### **SUCCESS CHECKLIST**

- Contract negotiations that include IT, legal, and other stakeholders.
- Share with your community.



## CONTRACT NEGOTIATIONS INCLUDING IT, LEGAL AND OTHER STAKEHOLDERS

Make sure you understand your internal contracting process. Who needs to review and sign off on this contract? What is their time frame and availability to do so? Who will be the point person with the vendor to ensure that this contract is executed in a streamlined way and does not become bogged down in bureaucracy?

## SHARE WITH YOUR COMMUNITY

Keep your community in the loop by sharing your decision on your website and social media. Sharing will help generate adoption and buy-in of the new platform as well.



Mobile learning is one of the fastest-growing e-learning markets, with an annual growth of around

**23%**<sup>1</sup>



# Appendix

## SAMPLE TIMELINE



# Sample Evaluation Scoring

Below is an example of how to weight areas of an RFP process:

CRITERIA	WEIGHT
Implementation plan	10%
Functional criteria	20%
Technical criteria	20%
Price	15%
Value-added services and alignment	5%
Accessibility	5%
Demonstration	20%
References	5%

# Presentation Topic Agendas

Below is a list of recommended topics to include as part of a final RFP presentation:

TIME ALLOCATION	PROPOSED TOPIC	SESSION DETAILS
15 minutes	Understanding of strategic goals	<ul style="list-style-type: none"> <li>Vendor to confirm our understanding of «Institution Names»'s strategic goals and alignment to learning framework</li> </ul>
15 minutes	Vendor introduction and differentiation	
1 hour	Platform overview for all user personas	<ul style="list-style-type: none"> <li>For a student learning scenario, covering teacher, student, parent</li> <li>For a Professional Learning scenario, covering learner, learning administrator, supervisor, principal</li> </ul>
10 minutes	Mobile and accessibility	
15 minutes	Technical topics	<ul style="list-style-type: none"> <li>Course administration, integrations, and data analytics</li> </ul>
10 minutes	Implementation, course migration, and change management strategy	<ul style="list-style-type: none"> <li>Overview of vendor implementation</li> <li>Client success stories</li> <li>Course migration</li> <li>Consulting services</li> </ul>
10 minutes	Road map, product strategy, and partnership	<ul style="list-style-type: none"> <li>Overview of short- and long-term product strategy</li> <li>Investments for fully online</li> <li>How «Board or District» can influence the product road map</li> </ul>



# Presentation Deep Dives

Determine 2–3 deep dive scenarios that can encompass your use cases, such as different grade levels or learning modalities. These sessions work best scheduled separately for various stakeholder groups. Below is a list of recommended deep-dive topics.

TIME ALLOCATION	PROPOSED TOPIC	SESSION DETAILS
<b>DEEP DIVES</b>		
<b>30 minutes</b>	Professional learning	<ul style="list-style-type: none"> <li>Professional learning tools and features for teachers and administrators</li> <li>Professional learning content and reporting</li> </ul>
<b>30 minutes</b>	Personalized learning	<ul style="list-style-type: none"> <li>Features for personalized learning and student success</li> </ul>
<b>30 minutes</b>	Integrations	<ul style="list-style-type: none"> <li>Integrating third-party tools with the LMS</li> <li>Integrating tools and content for administrators</li> </ul>
<b>30 minutes</b>	Content	<ul style="list-style-type: none"> <li>Content management and sharing options for curriculum designers</li> <li>Overview of digital resource offerings</li> <li>Custom content creation options</li> </ul>
<b>30 minutes</b>	Data and analytics	<ul style="list-style-type: none"> <li>Demo for admins on data and analytics capabilities</li> </ul>
<b>30 minutes</b>	Partnership support	<ul style="list-style-type: none"> <li>Understand the level of support you will receive at every step</li> <li>Guidance with content enhancement/ creation, change management, technical support, ongoing day-to-day administration and data and analytics</li> </ul>

## How to Evaluate Usability

There are two approaches to usability testing:

1. Structured sandbox testing
2. Vendor supported testing/use-case demonstrations

METHOD	PROS	CONS
Structured sandbox testing		
Vendor supported testing/ use-case demonstrations		

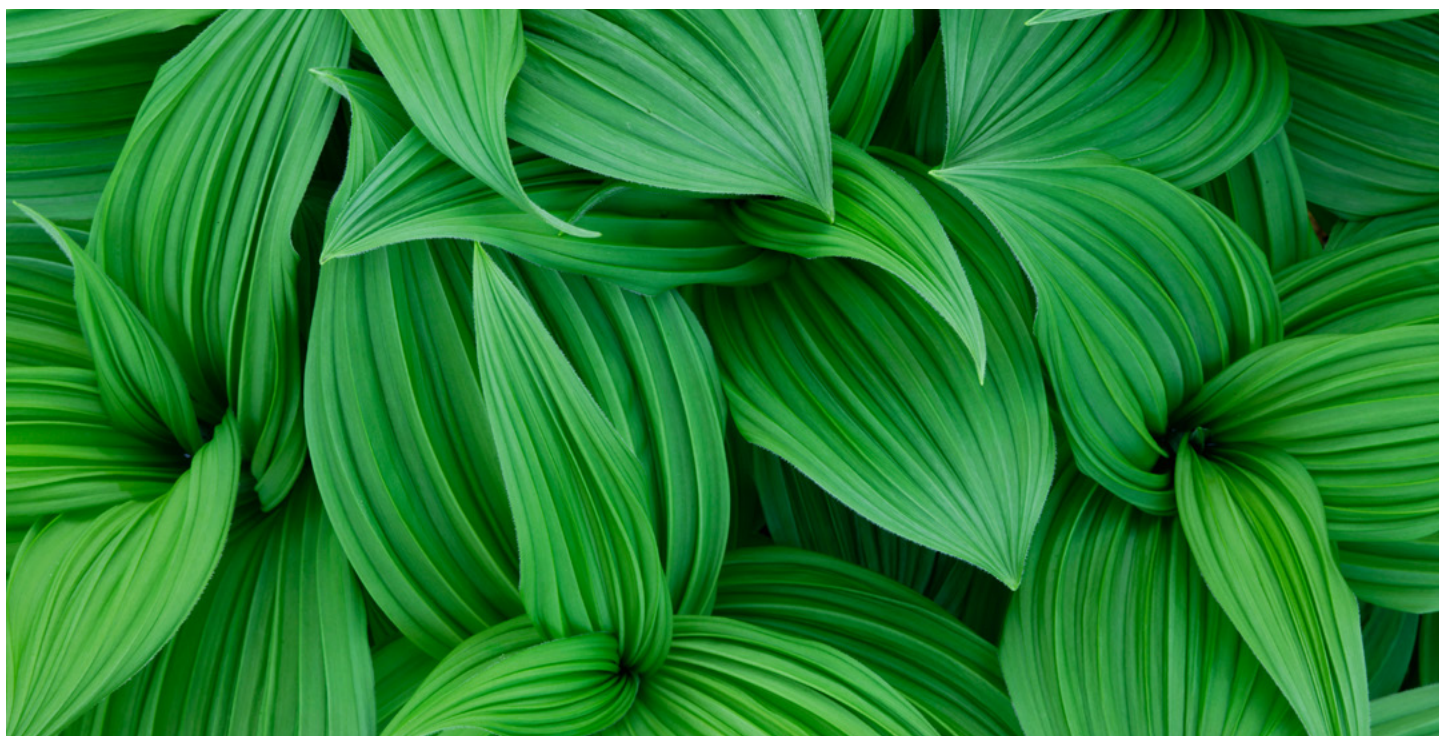
# Help us improve our learning environment.

**We need your ideas!** Find your user group below and share your experiences regarding the current learning platform. Be specific. In the impact field, talk about how your suggested changes will improve your job or the quality of learning and teaching at our school. We will collect all your ideas, analyze them, and come up with recommendations for a new learning management system (LMS).

USER GROUP	QUESTIONS	IMPACT
<b>Everyone</b>	<ul style="list-style-type: none"> <li>• What tasks do you currently perform on the learning platform?</li> <li>• What would you like to do but cannot?</li> <li>• What do you like most about the current learning platform?</li> <li>• What would you most like to see improved?</li> <li>• What is your wish list for a learning platform?</li> <li>• In what ways do you use learning platform data to inform decision-making?</li> <li>• If you could change one thing about your current learning platform, what would it be, and why?</li> </ul>	
<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Do you use your learning platform only to manage content and courses?</li> <li>• Do you want a consistent experience when using your tablet, mobile, laptop, and desktop?</li> <li>• Would you like a learning platform that helps you improve teaching and learning?</li> <li>• What tasks take up most of your time when preparing for semester starts?</li> <li>• What tasks are the most time-consuming during a semester?</li> <li>• Is it easy for you to see how and where students are achieving and struggling?</li> <li>• What day-to-day challenge(s) do you wish your learning platform could help with?</li> <li>• Are there programs you would like to run but cannot (such as standards-based education) because of limitations with your current learning platform?</li> <li>• How often do you participate in videoconferences with your students or peers?</li> <li>• In what ways do you use assessment rubrics in your course?</li> <li>• In what ways do you use the data provided to you through the learning platform?</li> <li>• Would you like a learning platform that offers integrated digital curriculum resources?</li> </ul>	
<b>Students</b>	<ul style="list-style-type: none"> <li>• What are the most common tasks you perform on your learning platform? (e.g., check grade, take test, read course content, discuss content with peers or teacher, submit assignment)</li> <li>• How does your current experience rank when using the learning platform on your desktop, laptop, tablet, and/or phone?</li> <li>• Do you feel your learning platform delivers personalized learning opportunities?</li> <li>• Does your learning platform provide ways for you to take ownership of your learning?</li> <li>• How important is it that you are able to access all your courses via your smartphone?</li> <li>• Are you able to easily track your course progress in your learning platform?</li> </ul>	



USER GROUP	QUESTIONS	IMPACT
<b>Instructional designers</b>	<ul style="list-style-type: none"> <li>• What are the most common questions and complaints you receive from teachers whom you support?</li> <li>• How much time do you spend educating teachers on how to use the learning platform?</li> <li>• What kind of teacher training model do you support?</li> <li>• In what ways do you use learning platform data?</li> <li>• Do you need a team who can help you build custom content?</li> </ul>	
<b>Professional learning</b>	<ul style="list-style-type: none"> <li>• What is the growth potential for online courses?</li> <li>• What is your wish list for online capability?</li> <li>• Name up to 10 distinctive requirements that a learning platform must have.</li> </ul>	
<b>IT admin</b>	<ul style="list-style-type: none"> <li>• List the tools you would like integrated into the platform.</li> <li>• List the tools you want to use that you cannot currently integrate with the platform.</li> <li>• Name up to 10 distinctive requirements that a learning platform must have.</li> </ul>	
<b>Executive</b>	<ul style="list-style-type: none"> <li>• Do you need a new platform for professional development?</li> <li>• Name three distinctive requirements that a learning platform must have.</li> <li>• In what ways do you use learning platform data?</li> </ul>	



# Recommendations Report Outline

## OUR RECOMMENDATIONS FOR A NEW LMS

- A.** Our goals for this project
  - Our project team
  - Project scope and timeline
  
- B.** How we organized the survey instrument
  - Questions
  - How many people responded
  
- C.** What we heard from our user groups
  - Teachers
  - Students
  - Instructional designers
  - Continuing ed
  - IT administration
  - Executive
  - Parents
  
- D.** A summary of survey instrument findings
  - What we like most about the current solution
  - What we would most like to see improved
  - Apps and tools we need
  - Our wish list for a learning platform
  
- E.** Our recommendations
  - 10 things we need in an LMS
  - 10 more things we would like
  - What we do not need in an LMS (what is out of scope)
  - Three learning management systems that may satisfy our needs
  
- F.** Next steps

# LMS demonstration instrument (for vendors)

Please demonstrate how to perform the following activities in your platform:

USER GROUP	QUESTIONS
<b>Teachers</b>	<p>Log in to your course. Customize your course and create a welcoming area for your students. Post a welcome message to students.</p> <p>Post an announcement on the course home page about an upcoming class. Within an announcement, add multimedia (create a video or drop in a YouTube video).</p> <p>Build course content.</p> <ol style="list-style-type: none"><li>1. Add a unit to organize learning materials.</li><li>2. Add existing learning materials you have to the unit (e.g., drag and drop files, embed a video).</li><li>3. Create some new learning content for your students.</li><li>4. Create an assignment.</li><li>5. Create a quiz (with T-F questions, MC questions, and questions with multimedia inserted in them).</li><li>6. Create a discussion.</li><li>7. Add rules to create a personalized learning path.</li></ol> <p>Navigate a class in progress (a class with grades and assignment submissions).</p> <ol style="list-style-type: none"><li>1. Identify students at risk by viewing class progress.</li><li>2. Communicate with the students at risk.</li><li>3. View all learner submissions that are awaiting evaluation.</li><li>4. Grade an assignment.</li><li>5. Provide formative feedback on a student portfolio item.</li></ol> <p>Log in on your desktop browser, tablet browser, and phone browser, and compare the experiences.</p>



**USER GROUP****QUESTIONS**

<b>Student</b>	<ol style="list-style-type: none"><li>1. Complete a quiz.</li><li>2. Submit an assignment using drag and drop.</li><li>3. Participate in a discussion.</li><li>4. Check your progress in a class.</li><li>5. Log in on your desktop browser, tablet browser, and phone browser, and compare the experiences.</li><li>6. Use the mobile app to review course content and check your calendar.</li></ol>
<b>Administrator</b>	<ol style="list-style-type: none"><li>1. Customize the home page.</li><li>2. Customize a navigation bar.</li><li>3. Manually add a user.</li><li>4. Add or change a permission in the teacher role.</li><li>5. Extract data from the system.</li><li>6. Create a course.</li></ol>
<b>Accessibility coordinator</b>	Test two or three pages for accessibility.



# Sandbox evaluation instrument (for teachers)

Share your experience when performing each of these tasks in the LMS sandbox.

ACTIVITY	EXPERIENCE
Log in to your course.	
Customize your course and create a welcoming area for your students.	
Post a welcome message to students.	
Post an announcement on the course home page about an upcoming class.	
Post an announcement and drop in a video.	
Add a unit to organize learning materials.	
Add existing learning materials you have to the unit (e.g., drag and drop files, embed a video).	
Create a page in the LMS by creating an HTML file.	
Create some new learning content for your students.	
Create an assignment.	
Create a quiz with a T-F question, a MC question, and a question with multimedia inserted in it.	
Create a discussion.	
Add rules to create a personalized learning path.	
In a course, view all students' progress on a single screen.	
Create automated emails to students who have not logged in for three days.	
Create automated emails to students who have posted a comment in a discussion.	
View all learner submissions that are awaiting evaluation.	
Grade an assignment.	
Provide formative feedback on student portfolio item.	
Log in on your desktop browser, tablet browser, and phone browser, and compare the experiences.	










## ABOUT D2L

D2L is a global learning innovation company, reshaping the future of education and work. We're leading the way into a new era of personalized learning, driven by the belief that everyone deserves access to high-quality education, regardless of their age, ability or location. Our signature technology products—D2L Brightspace and D2L Wave—enhance the learning experience for millions of learners at every stage of life, from the earliest days of school to the working world.

Learn more at [D2L.com](https://www.d2l.com)

-  /D2Linc
-  @D2L
-  @D2L
-  [linkedin.com/company/D2L](https://www.linkedin.com/company/d2l)
-  [ContactUs@D2L.com](mailto:ContactUs@D2L.com)

---

## GLOBAL HEADQUARTERS

151 Charles Street West, Suite 400  
Kitchener, ON, Canada  
N2G 1H6