



## Checklist for an **Effective LMS Implementation**



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Many universities try to go too fast when implementing a learning management system, and they run into problems that undercut their initiative. At itslearning, we've found that a measured approach works best — giving university leaders the time they need for their LMS implementation to succeed.

Every university's requirements are different, and no two LMS projects are alike. With that in mind, here's a handy checklist to help guide you through the steps we recommend for an effective LMS implementation, along with a suggested timeline to ensure the success of your initiative. (This timeline assumes you've already chosen an LMS that aligns with your university's needs.)





## Planning the Implementation



- Have you designated an LMS implementation team?
- Does this team include representation from all groups affected by the project, including top-level IT and curriculum leaders?
- Is there a project leader who is ultimately responsible for the implementation?
- Do you have a project plan, with clearly defined goals and milestones?
- Have you formed committees to oversee each aspect of the project? Have you assigned roles and responsibilities?
- Do you have a plan for providing training and support?
- Do you have a communications strategy that outlines the messages you want to deliver, who will deliver them, to which audiences, and how often?
- Do you have a way to measure your success?



## Configuration and Integration



- Have you established policies governing security, permissions, and the setup of user profiles within the system?
- Do you thoroughly understand your current data needs and operations, as well as the data fields, functionality, and capabilities of your new LMS? Have you thought about how these align and whether you'll need to establish new protocols or procedures?
- Have you determined how you want to set up automatic notifications, alerts, and reports in your LMS?
- Has your curriculum team signed off on course and curriculum structures?
- Have you determined the type and frequency of assessments and built them into the LMS?
- What kinds of evaluations have you decided to support with your system?
- Have you developed a process for automatically extracting data from your student information and enterprise resource planning systems, formatting this information properly, and importing it into your LMS?



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MONTHS BEFORE LAUNCH

## Building Curriculum

- Have you reviewed your current curriculum design process and how this might change with a new platform?
- Do you have a process for migrating your existing content into the new LMS? Is the content you use from publishers available in a compatible format?
- Do you have a process for aligning your content with learning objectives?
- Have you identified who will have access to add content to the platform, where it will reside, how it should be tagged, and how it should be vetted?



## Testing and Piloting

- Have you trained teachers and administrators to use the new tool?
- Do you have a system in place for supporting your educators as they move from using traditional pedagogies to implementing new ways of teaching?
- Have you set up a safe environment for users to experiment with the LMS, where they don't have to worry about any unintended consequences? Do you have a way to collect feedback from users and act on this feedback before the launch?
- Have you made a list of procedures to test formally as well as a schedule for doing so?



# Launch Date: Full Implementation

- Have you made a list of the potential problems you might encounter when you go live? And do you have a contingency plan for dealing with these problems if they should occur?
- Do you have support systems in place to help users with their technical questions, problems, or concerns?
- Are you continuing to provide training for users in how they can take full advantage of the system to transform teaching and learning?

## Each subsequent year after launch: Evaluation

- Do you have a system in place for reviewing your LMS implementation and adjusting or improving upon it as needed?
- Have you created a plan for further use or expansion of your LMS initiative?
- Are you continuing to offer best practices, training, and support for users?

### The Bottom Line

Implementing an LMS can be a complex process—but it doesn't have to be. Let itslearning guide you every step of the way. itslearning's fully customizable training and implementation services will ensure that your LMS project is a success, from the initial planning stages all the way through evaluation. Learn more about how itslearning supports digital transformation at [itslearning.com](https://itslearning.com)



## How we can help you...

With itslearning as your partner in digital curriculum management, universities can extend their investment in existing curriculum resources by streamlining resource management and providing more meaningful and consistent access to instructional materials across the university.

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