

# Checklist

## What is critical for your eLearning tool?

This checklist is designed to help you choose the right learning software for your organization. You can use it to understand the key product and security requirements for eLearning tools and prioritize and comment on the features you need.

Authoring system and learning scenarios			
No.	Feature	Priority	Comment
1	WYSIWYG editor		
2	Modular course structure		
3	Learning content (e.g., images, audio files, videos, free image database)		
4	PowerPoint conversion		
5	PDF upload		
6	External content (e.g. SCORM, HTML5, xAPI, LTI)		
7	Notifications and comments		
8	Multilingual		
9	Cooperation and collaboration		
10	Badges (Gamification)		
11	Glossary		
12	Dates/Course Calendar		
13	Test, quiz and survey options		
14	Customized landing pages		

## Administration and security

No.	Feature	Priority	Comment
15	System integration (e.g., Social Intranet)		
16	Weighting of learning steps		
17	Certificates		
18	Branding in your corporate design		
19	Permissions and Member management		
20	Automated evaluation, reports and reporting		
21	Own domain		
22	Single Sign-on		
23	Terms of use		
24	Server location		
25	Licensing model (SaaS)		
26	Certified security (ISO)		
27	Accessibility		
28	E-Commerce		
29	Support		

Find details and more information in the article  
[4 steps to successful eLearning](#) or on our website  
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