

LMS Assurance Checklist

District LMS

- The district's LMS is listed on the State Department of Education RFP Award List.
- I did not select an LMS on the State Department of Education RFP Award List.

District LMS: _____

Recommended Required Items

Complete the below assurance to help expedite the grant process if your district uses an LMS that is not on the State Department of Education RFP Award List.

Provider/Capacity/Business

Category	Requirements	Assurance
Experience	<ul style="list-style-type: none"> ■ Provider has proven experience in the LMS market. ■ Provider owns its LMS. 	Initial: _____
Insurance	<ul style="list-style-type: none"> ■ Provider has liability or error and omission insurance. ■ Provider has cyber risk insurance. 	Initial: _____

Technical

Category	Requirements	Assurance
Technological	<ul style="list-style-type: none"> ■ Documentation is available that details end-user technical requirements. ■ Solution is operating system/browser agnostic. Works on all common platforms and browsers (Windows, Mac, iOS, Chromebooks, etc.) 	Initial: _____

	<ul style="list-style-type: none"> ■ Solution should minimize the use of plugins and/or extensions 	
Integration	<ul style="list-style-type: none"> ■ System supports Single Sign On (SSO) and can integrate with the district's preferred solution. ■ System can integrate with the key softwares utilized by the district such as Google Apps/Drive, Office 365, YouTube, Zoom, etc. ■ Solution supports easy transfer of data to/from the district's Student Information System (SIS). 	Initial: _____
Support	<ul style="list-style-type: none"> ■ Customer and Technical Support is available at appropriate times. ■ Online help resources are available to end-users and support staff. ■ User documentation provided for implementation and usage. ■ Maintenance and upgrades are predictable, and scheduled. Users are informed of maintenance, and scheduled outside of standard school hours. ■ A Service Level Agreement (SLA) and other documentation includes at a minimum: <ul style="list-style-type: none"> ● Guarantee of service availability/uptime. ● Guaranteed response time. ● Incident management and resolution process. ● Penalties or remediation for not meeting the standards of the SLA. 	Initial: _____
Security	<ul style="list-style-type: none"> ■ Third party security reviews are conducted on at least an annual basis using a high-quality standard such as ISO 17799, ISO 27001, or SOC. ■ The system allows for security rules such as maximum number of incorrect logins and session timeout. ■ Users can be created, modified, and suspended manually, imported from other systems, or from files. ■ Different access and security profiles can be configured for different users, and groups such as parents, teachers, students, admins, etc.. ■ The LMS service shall have log files and audit trails for policy enforcement that detail who has access and/or modified which data. 	Initial: _____

Data	<ul style="list-style-type: none"> ■ System is in compliance with all Federal and State laws and policies. (i.e. Idaho Code 33-133, FERPA, COPPA, Idaho Model Student Data Privacy and Security Policy, etc.). ■ The solution includes a robust backup and recovery plan. ■ The Vendor has a process for handling and notification of a breach of non-public data. ■ Vendor has appropriate data archival and data purge policies in accordance with Idaho Code 33-133. ■ All data in the LMS, backups, and archives is processed, stored, and maintained within the borders of the United States. ■ All client's data is separated from other clients. ■ LEA owns its own data and data must be available for data extracts and backups. 	Initial: _____

Functional

Category	Requirements	Assurance
Definition	<ul style="list-style-type: none"> ■ The solution must meet the following definition: “A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting, creation, maintenance and delivery of educational courses, training programs, and other services.” - Adapted from Ellis, Ryann K. (2009), Field Guide to Learning Management, ASTD Learning Circuits 	Initial: _____
Accessibility	<ul style="list-style-type: none"> ■ System must meet the district's minimum accessibility standards for web applications (examples: Section 508, W3C WCAG 2.0, N.C.G.S. § 168A-7.) ■ System can adapt to individual student needs (e.g. IEP/504/RTI/ELL). 	Initial: _____

Reporting/ Analytics	<ul style="list-style-type: none"> ■ System provides performance dashboards that meet districts' needs at the district, school, classroom, and/or student level. ■ System has the ability to report and/or monitor users who are currently active online, historic user activity, student progress, student achievement, and student grades. 	Initial: _____
Communication	<ul style="list-style-type: none"> ■ Solution allows teachers to send notifications in formats that meet district needs such as emails, texts, or system messages. ■ The system records the history of communications between students and teachers. ■ The system has the ability to set up conditional notifications by user roles or other activities. Such conditional notifications might include student inactivity, assignments turned in, comments provided, or other notifications that meet the district's needs. ■ The system provides access for parents to view pertinent student information such as regular progress reports, assignment completion, grades, notifications, etc. 	Initial: _____
Instruction/ Grading	<ul style="list-style-type: none"> ■ The system is able to incorporate/link/load Idaho Content Standards for reference when creating assignments and grading. ■ The system supports the ability for teachers to return an assignment for further work and re-submission. ■ The system allows teachers to provide private comments/feedback on assignments. ■ The system allows teachers and students to upload files in all common file types used by the district. ■ The system has text editing capabilities when end users create assessments, respond to feedback, and create assignments. ■ The system has an assessment feature with capabilities such as auto grading, timed and untimed assessments, feedback opportunities, test banks, etc. ■ The system allows teachers to develop their own content, as well as to use content from district-managed content repositories. 	Initial: _____

	<ul style="list-style-type: none"> ■ The system supports a variety of assessment formats including traditional assessments and formative assessments. ■ The system supports traditional grading as well as proficiency/Mastery-based grading. Grade scales and proficiency levels are customizable. ■ The system has the ability to manage multiple sections of a course. ■ The system provides the ability for teachers to create and manage groups. 	
Professional Development	<ul style="list-style-type: none"> ■ Professional development is available for all pertinent users (examples: teachers, school administrators, district administrators, technology staff, etc.). ■ Appropriate training resources and/or guides are available to parents and students. 	Initial: _____