



# LMS Practice Checklist

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## Why this matters

Almost every hiring manager I have talked to expects entry-level IDs to handle basic LMS admin on day one. Reading about it does not build the skill. One complete rep in a free sandbox does. Work through this checklist in order, in a real LMS, this week.

## The full rep

Do these in order. Each step depends on the one before it.

- ☐ **Create a course.** Give it a real title and description, not "Test Course 1". You will screenshot this later for interviews.
- ☐ **Organize content into categories.** Create at least two categories and place your course in the right one. Confirm the category shows in the course catalog view.
- ☐ **Add a user and set role/permissions.** Create a second account with a learner role. Check what that role can and cannot see compared to your admin account.
- ☐ **Enroll the user.** Enroll your learner account in the course manually. Confirm the course appears on that user's dashboard.
- ☐ **Publish a SCORM package from your authoring tool with the correct completion trigger.** Set the tracking option deliberately (slides viewed, quiz result, or a completion trigger) and write down which one you chose.
- ☐ **Upload and launch it.** Upload the package to your course, then launch it while logged in as the learner, not as the admin.
- ☐ **Verify completion status.** Complete the course as the learner, then check as the admin that the LMS recorded the completion you expected.
- ☐ **Run and export a completion report.** Generate a report showing your learner's completion and export it as a CSV or Excel file. Open the export and check the data is actually there.

LMS I am practicing in: \_\_\_\_\_

Date I finished the full rep: \_\_\_\_\_

## Free practice environments

All three of these cost nothing to start. Limits change, so check each pricing page before you commit.

| Environment         | Free tier limits                                                                                                                          | Best for                                                                                                                    |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| TalentLMS free plan | Free indefinitely. Up to 5 users and 10 courses, with a 100MB upload limit per file.                                                      | The full rep in a modern commercial LMS: courses, categories, users, roles, and reports with no setup.                      |
| Moodle              | Free and open source with no user or course caps, but you host it yourself or install it locally. MoodleCloud offers only a 28-day trial. | Seeing how the most widely used open-source LMS handles roles, permissions, and course categories.                          |
| SCORM Cloud         | Free tier with 3 courses, 10 resettable registrations, and 5GB of storage.                                                                | Testing SCORM and xAPI packages and inspecting the raw completion data. It is a testing tool, not a full LMS admin sandbox. |

## Two gotchas I hit so you do not have to

### Gotcha

LMSs expose user identity differently. One system passed my learner's full name to the SCORM package, another passed a username or ID. When you verify completion, check exactly which identity string shows up in the report, and do not assume it matches the profile name you typed in.

### Gotcha

xAPI statement editors require variables in quotation marks. When I referenced a variable in an xAPI statement without wrapping it in quotation marks, the statement sent the literal variable name instead of its value. If your statements look wrong in the report, check the quotation marks first.

## Prove it transfers

Knowing one LMS is a start. Knowing that the concepts carry across systems is what makes you useful on any team.

- ☐ **Repeat the full rep in a second LMS from the table above.** Note what changed: where the settings live, what the roles are called, and how the report looks.

**Second LMS:** \_\_\_\_

**What was different:** \_\_\_\_

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Have any questions? Email me at [devlin@devlinpeck.com](mailto:devlin@devlinpeck.com)