

<b>Online Training Solutions - Comparison Worksheet</b>			
			(Answers below per FlexTraining Total E-Learning Solution)
<b>Technical Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Is the software web-native?	X		Standard web architecture from top to bottom.
List supported browsers:			Navigator 4+, IE 4+, Opera, Mozilla, Firefox
Software works without special browser plug-ins?	X		
List the databases the package runs on.			ODBC-compliant DB (MS Access or SQL Server)
Works with SQL 7 and SQL 2000?	X		
What is the source code language?			VBScript, JavaScript, SQL
Is the source code included or is it an additional cost?	X		Complete source Included at no charge.
What is the amount of server disk space required to run?			Approx. 300 MB for 1000 students. More if using video.
Supports standard multimedia formats (mms, wav, etc)	X		Built-in library of user-created objects for easy re-use.
Works without proprietary file formats for multimedia?	X		
Interacts with e-mail outgoing server?	X		Progress and other notices thru SMTP e-mail server.
Supports hyperlinks to:			
Other training modules	X		
Internet	X		
Application Documentation	X		
Executables (programs)	X		
List the recommended client hardware specifications (i.e. RAM, disk space, etc.)			Nothing additional. Enough RAM and disk to run a web browser, and multimedia hardware if needed.
<b>Reporting</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
User-friendly web-based reporting capability	X		Admin Menu has standard reports. Also Custom.
Can the program generate Training Activity reports?	X		Built in menu of basic training/testing reports.
Can it print a summary report by entire organization?	X		
Reports printable through browser	X		Built-in print facility in toolbar.
Export to Office	X		Exports formatted table for MS Office import.
Allows instant e-mail of report contents	X		Toolbar with download, e-mail print options.
Standard pre-defined reports	X		Includes dynamic data filters for targeted reports.
User-defined report columns filter and sort	X		Ad-hoc report generator for custom reporting.
Performance graphs available?	X		Test results and averages.
Test reprinting available?	X		Can reproduce exact replica of any test at any time.
Custom Reporting	X		Create your own custom reports

<b>Authoring</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Built-in integrated authoring tool	X		Template-based authoring built-in, also Premium tool available with additional templates.
	Remote content authoring over the web or intranet	X		Unlimited authors can work on the same course.
	Does not require knowledge of HTML/programming	X		Easy form-based Course-builder.
	Imports MS Powerpoint, Word, Excel files/docs	X		Uses documents in place - no conversion required.
	Streaming video integration / Flash	X		Wide variety of multimedia templates and layouts.
	Supports streaming audio/video within online tests	X		One video per test, may use images per question.
	Has standardized templates (presentation)	X		Templates for courses and/or individual screens.
	Has standardized templates (testing) Reg & Advanced	X		User simply enters questions, answers, options.
	Can multiple author simultaneously	X		Author pieces separately, assemble thru Admin.
	Menu-based Admin-defined Authoring Templates	X		Allows copy of tests, content or course structure only.
	Point-and-click-based user-defined Learner Interaction	X		Exercises, hot-spots, pre-tests, post-tests.
	Supports text, image, multimedia, and/or flash content	X		Built-in Authoring tool supports all these, plus system delivers/tracks any web-addressable 3rd-party files
	Page preview available?	X		Previews each page as you build it.
	Easy navigation controls	X		Includes Image or Text based navigation bar
	Can courses be burned to CD?	X		Includes Course CD Export tool.
<b>Integrity / Completeness Checking</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Does package include automated data integrity and setup accuracy checker?	X		Built-in diagnostics for system setup, course authoring, media library items, student records.
	Does it check:			
	Online Tests?	X		
	Learner Profiles / Certifications?	X		
	Valid Prerequisites?	X		

<b>Enrollment</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Offers unattended, automated student enrollment	X		Also can add approval step, globally or per class.
Is a password required? Config by Unique ID, User name or e-mail address	X		Password can be selected by Administrator or Student can register manually if configured that way.
Trainer able to define sign up periods for students	X		Start and End dates for enrollment, per class.
Is there a mechanism for approving enrollment list?	X		Yes, per class if that option is chosen.
Facilitate enrollment for classes other than CBT	X		Handles classroom training as well as CBT.
Can an instructor impose class size limits?	X		Choose "unlimited" or capped per class.
Option to use credit card payment upon enrollment	X		E-commerce set system-wide or class-by-class.
Ability to keep class and student lists completely separate by company or organization	X		If activated, each student sees only students and courses from his company, dept, or organization.
Mass import facility for Student records	X		Import from spreadsheet or database at any time.
Auto class enrollment for mass-imported students	X		Load students immediately into selected classes.
Waiting List available when max enrollment met?	X		
<b>Testing</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Supports different types of testing formats	X		Multiple choice, Fill-in, or True/false.
User-definable number of test attempts allowed	X		Define on test-by-test basis.
User-definable percentage for passing grade	X		Define on test-by-test basis.
User-definable presentation of correct answers	X		Define on test-by-test basis.
User-definable explanations after test completion	X		Define on test-by-test basis.
Allow image to be imbedded & referenced in question	X		Chart, photo, graph becomes part of question.
Allow video to be included within test?	X		Optional streaming video plays at start of test.
Timed testing with strict limit	X		Each test may be timed or unlimited - user defined.
User-defined warning when allowed time nearly up	X		Optional,configurable on-screen clock.
Testing using Item Banking (question pool)	X		Randomly selects from pool of questions at test time.
Open Book and Closed Book testing options	X		Allow or prevent learner to review course material.
Advanced testing format option	X		Show questions one-at-a-time or all questions at once. Advanced format includes the ability to use videos or dynamic images in the questions.

Instruction	Yes	No	Notes
Facilitates different types of instruction	X		Each class may be Instructor-led or student-led.
Provides for collaboration between instructors.	X		"Teachers Lounge" lets Instructors exchange documents, ideas, chat.
Testing and instruction in one deliverable to student	X		Same course with user-defined # of sections, tests
Facilitates a combination of instructor led & self-paced.	X		Use the Instructor module only when needed
Can an instructor use chat with participants during class?	X		Can insert chat URL as a course section, or use Online Discussion Forum.
Supports various types of user interactivity	X		Chat, Forum integrated optional features. Links to third party interaction/collaboration tools.
Multi-function, secure, web-based instructor menu	X		Only authorized Instructor has access.
Supports Classroom AND online training/test tracking	X		Report activity (content access & tests) for offline training as well. Keeps all records in one place.
Certification tracking for groups of required courses?	X		Skills Management features track completion on competencies, certifications.
Certification progress reporting with configurable automated notification	X		Notifications by date, other configurable options.
Tools for planning a student's curriculum over time, across multiple courses	X		Integrated "Learner Profile" handles skills management, completions, reporting, notices.
Access to Student Records	Yes	No	Notes
Trainers go to one location through the browser to access information about students	X		Comprehensive Management Center module. Separate secure menu for course developers.
Sort by participant, Class, other fields.	X		Filter by name, Org, other parms.
Report across all courses and tests for a single student	X		Supports all-course Certification reporting.
Student Search for test and course results reporting	X		Drill down to student by Org, Loc, Class, Name.

<b>Course Delivery</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Delivers courses over Intranet/Internet/Extranet	X		Any TCP/IP network with browser-connected learners. Any standard browser, no Java code.
	Deliver courses authored in PowerPoint?	X		Can use PowerPoint files without conversion, export, or manipulation.
	Alternate formats for PowerPoint-authored content?	X		Deliver as PPT, HTML, or convert to Flash using external tools. System can deliver and track.
	Dynamic, sortable Student Notes online	X		Can download and keep notes at end of class.
	Electronic Student Notebook, downloadable on demand	X		Saves in HTML format for later review.
	User-defined, searchable document libraries for course-related documents	X		Built-in Libraries (user-defined) for course-related and student-related documents and images.
	Documents and attributes to customize document library search interface	X		Used standard library, or configure new libraries through web-based interface.
<b>Post Class</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Generates certificates for student	X		Choose standard design or create your own.
	Certificates customizable	X		Edit ASP page for text and color, add logo or use our built-in certificate builder tool.
	Certificates can display performance results if desired	X		Print test results or exact actual test & answers.
	Facilitates discussion groups / collaboration	X		Option per class. Integration on student menu.
	Has central location for students to post questions	X		If customer chooses to use Discussion Forums.
	Facilitates instructor response to posted questions	X		
	Includes Ad-Hoc Reports Tool for user-defined reports	X		
	Provides ad-hoc test results graphing	X		Compares actual vs. required scores per course/test.
<b>Course Evaluation</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Does the system facilitate feedback for online courses?	X		Completely automated definition and processing.
	Provide customizable Course Evaluations?	X		Use defaults or create your own questions.
	Does it compile/analyze feedback results?	X		All responses saved in database.
	By class?	X		By class, summarized or detailed per student.
	One-click feedback to Admin or to Instructor	X		Direct e-mail or form-based evaluation.
	Report on average response to individual questions	X		Reporting built-in on Mgt. Cntr. Menu.
	Detailed Reporting per-student and per-question	X		Select Students by Course or specific class.
<b>Outside Sales</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
	Is credit card processing supported?	X		Built-in e-commerce may be turned on & off.
	Is credit card processing configurable?	X		Yes - web based enable and configure screen.
	Supports Paypal?	X		

<b>Vendor Information</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
How long has the company been in business?				12 years
Date of first software release and installation.				Oct-97
Current version number and release date.				Version 6.0 - May 2009
How often do you issue releases? Qtrly, yearly, etc?				Approximately bi-yearly
Are future releases available without re-purchasing?	X			Per upgrade plan (20% of List Price annually)
Is a maintenance agreement required?	X			Only for first year
Has vendor developed other Web Based Applications?	X			FlexAuthoring premium authoring tool, Chat Server and Message Board
<b>Implementation</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
System available on a subscription basis rather than installing internally.	X			FlexTraining is available as a software package or a monthly subscription.
Hosting available?	X			Hosting and management available at monthly rates.
What types of installation support services are provided (detailed loading instructions, on-site installation)?				Installation/Administration Guide included. Also 30 days Phone & E-mail support. (other services also)
Is installation support included in the software price? If not, what are the costs of installation services?	X			Yes, for 30 days. Extended contract also available.
What type of support is provided (i.e. Help Desk, vendor dial-in, etc.)?				Phone and E-mail. Also searchable Knowledge Base via the Customer Support Portal, and direct Live Person conferencing.
Describe Sales and Support network				Vendor sells to and supports customers directly worldwide - in addition to extensive VAR network.
What documentation or manuals/reference guides are included in the software price?				Comprehensive Management and Installation Guide, and Authoring Guide for FlexAuthoring tool..
On-line Help available?	X			Yes, multimedia "How to" demos, and Student Help. Tutorials, guide in Management module
<b>Services</b>		<b>Yes</b>	<b>No</b>	<b>Notes</b>
Coursebuilding & other development services available?	X			Experienced course and training developers.
Content authoring available?	X			Convert your presentation or manual to an interactive course, or start from scratch.
Assistance in converting paper or MS Office documents	X			Convert, modify or use as-is in training content.
Audio & Video production, conversion services.	X			Voice-overs, video conversion, simple to advanced video creation.