

## Product Descriptions

### Webex Meetings

<https://www.uoguelph.ca/ccs/webex>

Webex Meetings is a feature rich web conferencing tool that allows participants to connect with others anywhere in the world through the use of video and/or audio as well as content sharing. Webex Meetings has limited audio control; all participants are allowed to speak in the meeting at their own discretion. Webex Meetings is supported by CCS, and Meetings can be recorded for viewing later and posted to CourseLink.

### Webex Events

<https://www.uoguelph.ca/ccs/webex-events>

Webex Events is a cloud-based event broadcasting solution that is similar to Webex Meetings, but offers a number of features that are not available in Webex Meetings, e.g., preventing participants from unmuting their microphones and keeping attendee lists private. Discussions in meetings are fully managed by the host. Webex events is meant for a one-to-many broadcast where the audience primarily views the presentation. Webex Events is supported by CCS, and Events can be recorded for viewing later and posted to CourseLink.

### Microsoft Teams

<https://www.uoguelph.ca/ccs/services/office365/teams>

Microsoft Teams is part of the Office 365 suite. It is a collaboration service that provides shared conversation spaces to help teams coordinate and communicate information. Teams delivers chat-based collaboration, video calling, video meetings, and file sharing, as well as organizing work by groups. Microsoft Teams is supported by CCS, and can be recorded for viewing later or posted to CourseLink.

### Microsoft Teams Live Events

<https://www.uoguelph.ca/ccs/services/office365/teams>

Microsoft Teams Live Events is a cloud-based event production and broadcasting solution. Your team of producers, moderators, and presenters manages every aspect of the event production and broadcast. Teams Live Events is an extension of Teams Meetings, enabling users to broadcast video and meeting content to a large online audience. Teams Live Events is meant for one-to-many communications where the host of the event is leading the presentation and audience participation is primarily to view the content shared by host. Microsoft Teams Live Events is supported by CCS, and Events can be recorded for viewing later or posted to CourseLink.

## Zoom (Pro)

<https://support.zoom.us/>

Zoom is a web conferencing tool that allows users (e.g., instructors) to speak with others (e.g., students) in different locations by streaming audio, video, and presentations. Zoom is accessible from a computer, a smartphone, or a tablet. With Zoom, you can use a microphone, share your screen, participate in breakout room and many other things that create an opportunity for active learning with real-time audio and/or video conversations. Zoom is supported by OpenEd, and students will be able to access meetings and recordings through their CourseLink sites.

## Zoom Webinars

<https://zoom.us/webinar>

Zoom Webinars act like a virtual lecture hall or auditorium where typically attendees would not interact with one another. Although Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience. It allows users to easily conduct larger online events with video, audio, and screen sharing for better engagement.

## D2L Virtual Classroom

<https://bongolearn.zendesk.com/hc/en-us/categories/360000374534-Virtual-Classroom>

CourseLink's Virtual Classroom tool is an integrated web-conferencing tool that allows for lectures to be live-streamed to up to 150 students. For the purpose of academic continuity, hosted live online synchronous lectures take place during the regularly scheduled face-to-face time and students watch it simultaneously. While the lecture is streaming, students can use the chat function to engage in a discussion. Lectures can also be recorded from within this tool and later viewed in CourseLink for those students who could not watch them simultaneously.

## D2L Video Assignments

<https://bongolearn.zendesk.com/hc/en-us/categories/115000500494-Learners-Video-Assignments>

The CourseLink Video Assignments tool can be used by students to record or upload video-based assignments, including group assignments. The assignments can be graded with a rubric and the grades are automatically transferred to the CourseLink Grades tool. The Video Assignments tool can also be used by students to meet and plan group work to be submitted online. A video assignment can be used as a placeholder for group work. There is a full virtual classroom system embedded in the Video Assignments tool that students can use to meet virtually.

## Feature Comparison Matrix

Feature	Webex Meetings	Webex Events	Teams	Teams Live Events	Zoom Basic	Zoom Pro	Zoom Webinar	D2L Virtual Classroom	D2L Video Assignments
<b>Availability</b>									
Maximum call participants (including faculty and TAs)	1000	1000	250	10 000	100	300+ <sup>1</sup>	500   1000 <sup>2</sup>	150	150
Available to Faculty	●	◐ <sup>3</sup>	●	●	●	◐ <sup>4</sup>	◐ <sup>5</sup>	●	●
Available to Students	●	◐ <sup>6</sup>	●	●	●	○	○	○	●
Participants require Central Login Account	○	○	●	○	○	○	○	◐ <sup>7</sup>	◐ <sup>8</sup>
Allows anonymous attendees	○	●	○	●	●	●	●	◐ <sup>9</sup>	○
<b>Pedagogy Use Cases</b>									
Live remote lecture	○ <sup>10</sup>	●	●	●	◐ <sup>11</sup>	●	●	●	○
Record a lecture	●	●	●	●	● <sup>12</sup>	●	●	●	○
Record a video announcement	●	●	●	●	● <sup>13</sup>	●	●	●	○
Group work in the live class	● <sup>14</sup>	○	◐ <sup>15</sup>	○	● <sup>16</sup>	● <sup>17</sup>	○	●	○
Discussion in the live class	●	●	●	○	●	●	● <sup>18</sup>	●	○
Group work outside class time	●	○	●	○	●	○	○	○	●
Record student group presentations	●	○	●	○	◐ <sup>19</sup>	○	○	○	●
Polling	●	●	●	○	●	●	●	●	●
Nonverbal feedback (raise hand)	●	●	●	○	●	●	● <sup>20</sup>	●	○
Share video (webcam)	●	●	●	●	●	●	◐ <sup>21</sup>	◐ <sup>22</sup>	◐ <sup>23</sup>
Share desktop	●	●	●	●	●	●	●	●	●
Share recorded content (eg. Youtube)	●	●	●	●	●	●	●	●	○
Share a presentation	●	●	●	●	●	●	●	●	○
Annotation over presentation	●	●	○	○	●	●	◐ <sup>24</sup>	●	●
Whiteboard (shared)	●	●	●	○	●	●	◐ <sup>25</sup>	◐ <sup>26</sup>	◐ <sup>27</sup>
Office hours	●	○	●	○	●	●	○	●	○

# Web Conferencing Tool Comparison

Feature	Webex Meetings	Webex Events	Teams	Teams Live Events	Zoom Basic	Zoom Pro	Zoom Webinar	D2L Virtual Classroom	D2L Video Assignments
<b>Support and Integrations</b>									
CCS supported	●	●	●	●	○	○	○	○	○
OpenEd supported	○	○	○	○	●	●	●	●	●
Integration with MS Outlook	●	●	●	●	●	●	○	○	○
Allows collaborative editing of MS Office documents	○	○	●	○	○	○	○	○	○
Integration with CourseLink	○	○	○	○	●	●	○	●	●
Established workflow for posting to CourseLink	●	●	●	●	●	●	●	●	●
<b>Meeting Management</b>									
Lobby or waiting room	●	●	○	●	●	●	●	●	○
Host can control whether attendees' audio is active	◐	●	○	●	○	●	●	●	○
Host can control whether attendees' video is active	●	●	○	●	○	●	●	●	○
Threaded Q&A	○	●	○	●	○	○	●	○	○
Breakout rooms	○	●	●	○	●	●	○	●	○
Public moderated chat (text)	●	●	○	●	○	○	●	○	○
Private chat (text)	●	○	●	◐ <sup>28</sup>	●	●	●	●	●
<b>Additional Considerations</b>									
Available to OLP Students	○	○	○	◐ <sup>29</sup>	●	○	○	●	●
Available to CE Students	○	○	○	◐ <sup>30</sup>	●	○	○	●	●
Rich media queuing, sharing and switching	○	○	○	●	○	○	●	○	○
Record single user meeting	●	●	●	●	●	●	●	●	●
Local recording	●	●	○	○	●	●	●	○	n/a
Cloud recording	●	●	●	●	○	●	●	●	●
Windows support	●	●	●	●	●	●	●	●	●
MacOS support	●	●	●	●	●	●	●	●	●
Mobile support	●	●	●	◐ <sup>31</sup>	●	●	●	● <sup>32</sup>	● <sup>33</sup>
Web client (platform agnostic)	●	●	●	◐ <sup>34</sup>	●	●	●	◐ <sup>35</sup>	◐ <sup>36</sup>
Phone dial-in access	●	●	◐ <sup>37</sup>	◐ <sup>38</sup>	●	●	●	●	●
Integration with MS Teams	●	○	●	●	○	○	○	○	○

## References

### Webex

- [Comparison between Webex Meetings and Webex Events](#)
- [Webex Limitations](#)
- [Webex](#)
- [Webex Events as well as Webex/ Webex Events Comparison](#)
- [University of Guelph's Evaluation of Webex vs Teams](#)

### Microsoft Teams

- [Intro to Teams Live Events](#)
- [Summary of Teams Features](#)
- [New Microsoft Teams Feature: Breakout Rooms!](#)

### Zoom

- [Zoom](#)
- [Zoom Help Center](#)
- [Zoom Meeting and webinar comparison](#)

### Virtual Classroom / Virtual Assignments

- [Video Assignments – Feature List](#)
- [How Can I Use Virtual Classroom?](#)
- [Using Zoom: Security, Privacy and Best Practices for Classroom Management](#)
- [CourseLink Video Assignments](#)

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- <sup>1</sup> Add-ons for 500 & 1000 participants are available for an additional cost
  - <sup>2</sup> Webinars, for either 500 & 1000 participants, are only available at an additional cost
  - <sup>3</sup> By request from CCS. Contact [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca)
  - <sup>4</sup> By request from OpenEd. Contact [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)
  - <sup>5</sup> By request from OpenEd. Contact [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)
  - <sup>6</sup> By request from CCS
  - <sup>7</sup> Guests can be invited.
  - <sup>8</sup> Guests can be invited.
  - <sup>9</sup> [Invite Others to Virtual Classroom](#), invitees self-identify
  - <sup>10</sup> Not recommended because of audio control limitations.
  - <sup>11</sup> Up to 100 students, 40 min time limit
  - <sup>12</sup> Local recording only
  - <sup>13</sup> Local recording only
  - <sup>14</sup> Students work in pairs by private chat
  - <sup>15</sup> Only suitable for very small classes
  - <sup>16</sup> Students work in pairs by private chat
  - <sup>17</sup> Students work in pairs by private chat. Up to 50 breakout rooms for small groups.
  - <sup>18</sup> [Using webinar chat](#)
  - <sup>19</sup> Local recording only
  - <sup>20</sup> Only raise hand
  - <sup>21</sup> Only available to hosts and panelists
  - <sup>22</sup> Uses browser settings to choose which web camera will be used.
  - <sup>23</sup> Uses browser settings to choose which web camera will be used.
  - <sup>24</sup> For use by panelists only
  - <sup>25</sup> For use by panelists only
  - <sup>26</sup> Requires a presentation with a white screen background to be loaded.
  - <sup>27</sup> Requires a presentation with a white screen background to be loaded.
  - <sup>28</sup> Only for the production team
  - <sup>29</sup> Yes - as participant, No - as producer/ presenter
  - <sup>30</sup> Yes - as participant, No - as producer/ presenter
  - <sup>31</sup> For participants only. Production team must use Windows or Mac.
  - <sup>32</sup> Can't desktop share on mobile, iPad audio failed in testing.
  - <sup>33</sup> Can't desktop share on mobile.
  - <sup>34</sup> For participants only. Production team must use Windows or Mac.
  - <sup>35</sup> [Browser Compatibility](#)
  - <sup>36</sup> [Browser Compatibility](#)
  - <sup>37</sup> By request from CCS
  - <sup>38</sup> By request from CCS