Online Collaboration Software - Comparison
- Summer 2021 -

TECH SPECS	Bb COLLABORATE ULTRA	ZOOM	TEAMS
Connection Type - Browser	✓	✓	✓
Connection Type - Desktop App	✗	✓	✓
Supported OS - Windows	✓	✓	✓
Supported OS - Mac	✓	✓	✓
Supported OS - Linux	✗	✓	✓
Mobile App - iOS	✓	✓	✓
Mobile App - Android	✓	✓	✓
Mobile App - Blackberry	✗	✓	✗
Max # of Users - Visible at Once	• Active speaker + 25 small tiles • Scroll to see up to 250 tiles	• 49 small tiles • 1 large pane in speaker view • Can pin, spotlight & organize	• 49 small tiles • 4 large panes
Max # of Users - Total Attendees	• 250 (or more by request)	• 300 for regular meeting • 500/1,000 (50 panelists) for webinars - must request • Zoom has licenses available for 10,000 attendees	• 300 for regular meeting • 10,000 users by request (for view-only session)
Scheduling - Website	✓	✓	✓
Schelduling - Desktop App	✗	✓	✓
Scheduling - Outlook Plugin	✗	✓	✓
Phone Audio - Call In	✓	✓	✗
Phone Audio - Call Out	✓	✗	✗
Integration - Blackboard	✓	✓	✓
Integration - Outlook/Office	✗	✓	✓
Integration - Teams	✗	✓	✓
Meting Duration - Time Limit	24 hours	30 hours (40 min if inactive)	24 hours (4 hours if inactive)
COLLABORATION FEATURES	**Bb COLLABORATE ULTRA**	**ZOOM**	**TEAMS**
Share Screen	✓	✓	✓
Play & Share Video with Computer/Internal Audio	✓	✓ + internal audio optimization	✓ + internal audio optimization
Share Files - Availability	✓ Can restrict access/raw file not downloadable after session, can pre-add files to session	✓ Can control tool availability, built-in text, file, image, screenshot, and audio capture for messages - 512 Mb each	✓ Files accessible after meeting, in team's OneDrive/SharePoint folder
Share Files - Max File Size	60Mb per file, 125Mb total for the session	Host may set max Mb per file	Size only limited by max file size on OneDrive/SharePoint
Share Files - File Types	PowerPoint, image, pdf (can share/mark-up live in meeting, not downloadable)	Many common file types, host may restrict specific extensions (share for download only)	Max 2Gb PowerPoint (can share live in meeting), 300+ file types (share for download)
Share Content from a 2nd/Document Camera	✓	✓	✗
Whiteboard	✓	✓	✓
Chat (group & private)	✓	✓	✓
Breakout Rooms - Assigned Rooms	✓	✓	✓
Breakout Rooms - Random Distribution	✓	✓	✓
Breakout Rooms - Self-Select, Join/Leave	✗	✓	✗
Polling - Type	Multiple choice & Yes/no	Multiple choice & Yes/no (can create pre-meeting)	Multiple choice/answer
Polling - Download as .CSV	✓	✓ Regular polls may be anonymized, webinar includes Q&A report	✓ Export results using the MS Forms integration – alternative polling extensions are available
Attendee / Participant List - View	✓	✓	✓
Attendee / Participant List - Download as .CSV	✗	✓ With registration, join/leave time, details (webinar includes performance and Q&A reports)	✓ No attendance report from breakout rooms
Raise Hand / Participant Indicators	✓	✓	✓
Remote Desktop Control	✗	✓	✓
Mute Options	✓	✓	✓

	Bb COLLABORATE ULTRA	ZOOM	TEAMS
Roles & Privileges - Meeting Owner	• **Moderator-** has full control of content shared & participant privileges, and can record sessions.	• **Host-** full control over screen sharing, microphones, video cameras, chats, & meeting access; can appoint co-hosts, remove participants, lock meetings, enable a waiting room, and edit meeting settings • **Alternative Host-** assigned ahead, can start meeting from link, some participant management controls • **Co-Host-** assigned during meeting, can't start meeting, same controls as alt host	• **Presenter-** *default role for the meeting organizer and all other UND-affiliated users* ; can change meeting settings, manage participants, share files, start/stop recording
Roles & Privileges - Other Users	• **Presenter-** can upload content, present, use all content features, but can't record • **Participant-** can use features enabled by moderator (share audio/video or files, chat, use whiteboard)	• **Participant-** attend meeting and use features allowed by host	• **Attendee-** turned off by default (meeting organizer can assign this role to users - see Teams meeting options to change who has this role)
Roles & Privileges - Special Roles	• **Captioner-** appointed by moderator to assist with transcription during a meeting	• **Scheduling Privilege-** can be assigned by host, used to set up meetings on their behalf	(none)

SECURITY	Bb COLLABORATE ULTRA	ZOOM	TEAMS
Encryption	✔	✔ **End-to-end encryption feature available, may request a separate HIPAA account for additional security - some features are disabled to comply with privacy requirements**	✔
Guest Access	✔ **Must enable**	✔	✔ **Must invite**
Other Security Features - Default	Access from Bb course site (restricted to verified students)	Access from Bb course site (restricted to verified students, optional), unique meeting IDs, no recording access for participants (optional), some security features enabled by default	Access from team/group in Teams app (optional), Guest (non-UND) users must be added/invited, unique meeting IDs
Other Security Features - Optional	Manage participants' permissions (share audio/video, chat, whiteboard) and allow/block download	Manage participants' permissions (share, chat, mute, whiteboard, view/download) and meeting settings (require password, host joins first, waiting room, account verification, location/domain/invite list restriction, lock meeting, remove users, disable recording for others, watermark & audio signature in recording)	Manage attendees' permissions (present/share, mic, camera, allow to toggle mic/camera) and meeting settings (lobby, account verification, pre-registration)

RECORDING	Bb COLLABORATE ULTRA	ZOOM	TEAMS
Format	MP4	MP4	MP4
Recording File Location - Cloud	✔	* **Must request - contact TTaDA**	✔
Recording File Location - Local	✘	✔ **(default save location)**	✘
Recording File Access (sharable link to video) - Owner View	✔	✔	✔
Recording File Access (sharable link to video) - Owner Download	✔	✔	✔
Recording File Access (sharable link to video) - Other User View	✔ **For class/attendees**	* **Host can allow**	✔ **All attendees access from link in saved chat - optional access for non-attendees/UND users**

	Bb COLLABORATE ULTRA	ZOOM	TEAMS
Recording File Access (sharable link to video) - Other User Download	* Moderator can allow	* Host can allow, choose file type, link expiration dates, password, & other security settings	✔ All attendees access from link in saved chat - optional access for non-attendees/UND users
Recording Includes - Audio / Video	✔ Audio, content shared or active speaker video, with multiple simultaneous cameras - cannot choose whose stream will appear in the primary display	✔ Audio, content shared, active speaker video | If you start/stop recording, multiple files will be created.	✔ Audio, content shared, active speaker video (up to four people's streams at once). Cloud Recording in Teams will only record to OneDrive or SharePoint. You can download a copy of the recording from Stream after the fact.
Recording Includes - Captions	✔ If added during/after session	* Auto-caption available for cloud recordings only	✘ Not yet available on OneDrive or SharePoint
Recording Includes - Chat	✔ Main channel only, can make anonymous	✔ Saved as a separate file	✔ Saved as a separate file
Recording Includes - Other	✘ Shared files, except as displayed during meeting	Cloud-only recording features: timestamp, names, multi stream, transcription, layout settings	✘ Whiteboard or notes
Recording Tool Availability - Owner Start	✔	✔	✔
Recording Tool Availability - Other User Start	✘	* Host can allow	* Meeting owner and other users from UND can start recording | ONLY ONE recording active at a time/shared between all participants | Continues after person starting it leaves the meeting - stops when everyone leaves (or 4 hours later, if someone forgets to log out)
Edit Recordings	✘ Can download file, then upload and edit video elsewhere (such as YuJa)	✘ Can download file, then upload and edit video elsewhere (such as YuJa)	✘ Can download file, then upload and edit video elsewhere (such as YuJa) | Can edit transcript separately (in Stream)
ACCESSIBILITY	**Bb COLLABORATE ULTRA**	**ZOOM**	**TEAMS**
3rd Party Closed Captioning	✘ No automatic 3rd party captioning	* Available upon request (contact TTaDA for cost info)	✘ No automatic 3rd party captioning
Real-time (manual or automated) Captions	* Moderator can designate an attendee to caption in real time	* Host can designate a participant to caption in real time | Auto-captions available for cloud recordings only	✔ Automatic captions - Microsoft Automatic Speech Recognition (ASR) technology can generate real-time Teams meeting captions/translations
Caption Capabilities - Upload File	✔ (VTT file)	✘	* Some features available for recordings saved to Microsoft Stream, not yet available for OneDrive/SharePoint files
Caption Capabilities - Edit Transcript	✔	✔	
Caption Capabilities - View w/ Recording	✔	✔	
Caption Capabilities - Download File	✔ (VTT file)	✔ (VTT file)	
KEY:	✔ = available feature	✘ = unavailable	* = optional / conditional