Canvas Synchronous Meeting Comparison Table				
Conference types & capacities	**Microsoft Teams**	**Cisco Webex**	**Zoom**	**Big Blue Button**
Format	Audio / Video / Sharing	Audio / Video / Sharing	Audio / Video / Sharing	Audio / Video / Sharing
Flavors				
	Ad hoc	Meetings	Meetings	Meetings
		Events	Webinars	
		Training		
Maximum attendees per account type				
Faculty / staff accounts	1,000 / 20,000	1,000 / 3000	500	200
Student accounts	1,000 / 20,000	1,000 / 3000	300	200
Shared/departmental accounts	✗	✗	✗	✗
Devices supported				
Desktop/laptop	✓	✓	✓	✓
Mobile/tablets	✓	✓	✓	✓
Phone only	VC License	✓	✓	✓
Stationary videoconferencing	✓	✓	✓	✗
Access Features				
Account Requirements to host meeting	Rutgers Connect and Scarletmail	Rutgers Webex	Rutgers Zoom	Editing role in Canvas
Account Requirement to attend meeting	Advanced options	Role in Canvas or guest URL	Advanced options	Role in Canvas or guest URL
Co-teachers as alternate meeting hosts	✓	Editable @ Rutgers.webex.com	✓	✓
Teacher/TA course roles match host/presenter role	✓	✓	✓	✓
Student course role match participant role	Advanced options	✓	✓	✓
Rutgers Students are able to create meetings	✓	✗	✗	Yes (May be limited by school or department)
Students are able to use in Canvas Group sites	✓	✗	✗	✓
Non-NetID accounts able to create meetings	✗	✗	✗	✓
Waiting rooms	Advanced options	Advanced options	Advanced options	✗
Participant able to join before host?	✓	✗	Advanced options	✗
Calendar/Scheduling Features				
Preschedule Meeting with persistent link	✓	✓	✓	✗
Office hour scheduler	✗	✓	✗	✗
Scheduled office hours appear on course calendar	✗	✗	✗	✗
Scheduled meeting appears on course calendar	✗ *	✓	✓	✓
Scheduled meeting information sent to Canvas Inbox	✗	✗	✓	✗
Create recurring meetings	Recopy meeting link	✓	✓	✗
Invite by course group	Create differentiated assignment	✗	✗	✓ or Create meeting in Canvas Group
Invite by course section	te differentiated assignment or announcen	✗	✗	✓
Invite individual students	Create differentiated assignment	✗	✗	✓
Meeting Features				
In-conference chat	✓	✓	✓	✓
Host messages are bolded in chat	✗	✗	✗	✓
Screen sharing	✓	✓	✓	✓
Document / application sharing	✓	✓	✓	✓
Virtual whiteboard shared	✓	✓	✓	✓

Conference types & capacities	Microsoft Teams	Cisco Webex	Zoom	Big Blue Button
Breakout rooms	Max 50	Max 100	Max 50 (Chromebooks: N/A)	yes (24 max)
Self-Select Breakout Rooms	X	X	✓	X
Extend Breakout Room duration	X	X	X	✓
In-conference polling	✓	✓	✓	✓
Max. number of users on-screen	49	200	49	#
Gallery View of all web cameras	✓	✓	✓	✓
Virtual Backgrounds	✓	✓	✓	✓
Meeting statistics	Attendance only	Attendance only	Non-HIPAA	✓
Shared Notes	✓	X	X	✓
Recording Features				
Cloud recording	✓	✓	Non-HIPAA	✓
Local recording on host's computer	X	✓	✓	X
Record hidden meeting with no invitees & publish to course	X	✓	X	X
Restrict access to recording	X	X	Must publish recording	Only invitees can view recording
Customize Recorded Playback Display Options	X	Q&A, Polling, Participants, Trans	Recording Views, Transcripts	Particpant web camera
Prevent Download	Only meeting recorder and organizer	✓	✓	X
Editing Recordings	In Microsoft Stream	✓	✓	X
Host Features				
Receives host/alternate host meeting notification	X	✓	✓	X
Attendance assignment/grading	X	✓	X	X
Download attendance report	✓	✓	✓	✓
Enforce presentation layout for all participants	X	X	X	✓
Mute participants upon entry	X	X	✓	✓
Prevent participants from sharing webcams	✓	X	X	✓
Prevent participants from sharing audio	✓	✓	✓	✓
Prevent participants from using chat	X	X	X	✓
Prevent participants from viewing other names	X	X	Zoom-HIPAA	✓
Learning Dashboard	X	X	X	✓
Participant Features				
Receives meeting Invite notification	X	Office hours only	✓	Dependent on user settings
Emoticons/Status/Raise Hands	✓	✓	✓	✓
Accessibility				
Live captioning/transcription	✓	Webex Assistant	✓	##
Captioning of recordings	✓	X**	X**	X**
Support				
Provider and support site	RU only	RU and Cisco	RU only	Canvas/Instructure Support

Notes:

* Add manually to calendar

COVID-19 Limitation restricts participants to only seeing 5 other participants' video'

External service captionist arranged by host or organizational unit

**Upload recordings to Kaltura for caption/transcription creation