

## ADOBE CONNECT, ZOOM, BIGBLUEBUTTON COMPARISON CHART

	Adobe Connect 11.2 - Meeting	Zoom - Meeting	BigBlueButton
<b>Best for sessions where...</b>	<ul style="list-style-type: none"> <li>the instructor wishes to set up, ahead of time, multiple types of in-session content and activities</li> <li>it's beneficial for the class to return to the same persistent session</li> <li>a maximum of 10 webcams on / broadcasting is not seen as limiting</li> <li>automatic captioning and transcript generation is not needed</li> <li>longer-term recording storage and access is needed</li> </ul>	<ul style="list-style-type: none"> <li>the instructor moves between content and tools one at a time (e.g., screen sharing, showing a poll, using a whiteboard)</li> <li>a consistent and straightforward video sharing tool is needed (e.g., for YouTube videos)</li> <li>more visual engagement with students is needed, allowing more than 10 webcams on / broadcasting</li> <li>automatic captioning and transcripts are needed</li> <li>telephone call-in audio is needed</li> <li>mp4 version of recordings is needed</li> </ul>	<ul style="list-style-type: none"> <li>a media window is preferred and the instructor moves between uploaded content, shared video links and classroom tools</li> <li>live transcription and webcams for every user are not needed</li> <li>a <a href="#">learning dashboard</a> helps to see student engagement, and a LMS can be used to continue learning activities outside of the live, online session</li> <li>webcams are not needed for every attendee in a large session</li> <li>unlimited recording files desired for long-term access</li> <li>users don't need to store any chat, shared notes, uploaded slides, annotations, etc., between sessions</li> <li><a href="#">used with an integrated LMS such as Canvas, Moodle, Sakai, Schoology and others</a></li> </ul>
<b>Guided tour videos</b>	<a href="#">Adobe Connect Guided Tour</a>	<a href="#">Zoom Guided Tour</a>	<a href="#">BigBlueButton Guided Tour</a>
<b>Summary of key features</b>	<ul style="list-style-type: none"> <li>upload multiple types of content ahead of time: PowerPoint, pdfs, jpgs, png, gifs, mp3, mp4</li> <li>create and organize "layouts" for easy and quick presentation of interactive activities</li> <li>participants can download files, instructor can 'push' links to open on participants' computers</li> <li>persistent session space - content remains</li> <li>integrates with other Adobe products (e.g. Captivate)</li> <li>host and presenter area permits "back-stage" configuration and communication during a session</li> </ul>	<ul style="list-style-type: none"> <li>simple to learn, no need for participants to download application to attend</li> <li>easy-to-use videoconferencing and screen sharing application</li> <li>supports large audience webcam usage</li> <li>integrates with learning management systems</li> <li>can adjust meeting room settings and polls from the web interface or from the application</li> <li>can share a PowerPoint as a virtual background</li> <li>focus mode allows only hosts to view participant webcams</li> </ul>	<ul style="list-style-type: none"> <li>ease of use, no need for participants to download application to attend</li> <li>user list, chat and presentation laid out in a left-to-right format for easy readability</li> <li>embedded into major learning management systems</li> <li>supports both JAWS and NVDA screen readers</li> <li>moderator can block students from seeing each others' webcams for privacy and fewer distractions</li> </ul>

	<b>Adobe Connect 11.2 - Meeting</b>	<b>Zoom - Meeting</b>	<b>BigBlueButton</b>
<b>Strengths</b>	<ul style="list-style-type: none"> <li>manage access and entry settings to control who enters the session, putting the session on hold</li> <li>e-Learning and other content can be uploaded ahead of session</li> <li>various room layouts can be populated and saved for use within a session</li> <li>content and layout can be modified behind the scenes during a session</li> <li>content remains between sessions</li> </ul>	<ul style="list-style-type: none"> <li>security features (waiting room and password protection) enabled by default</li> <li>excellent functionality for large group virtual meetings (e.g. &gt;20)</li> <li>easy to login, especially for first-time users</li> <li>works with all browsers</li> <li>easy for participants to screen share</li> </ul>	<ul style="list-style-type: none"> <li>low, medium- and high-resolution video options</li> <li>video links shareable within the main presentation</li> <li>moderator can manage all or individual users</li> <li>presentations can be uploaded in the beginning of the class; pdf recommended, also PowerPoint and Word</li> <li>seamless mobile browser version, with no app to install</li> <li>students can still access the main room during breakout rooms</li> <li>shared notes section for easy collaboration and exporting</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>somewhat complex to learn</li> <li>may have more design features than needed</li> <li>browser compatibility issues</li> <li>requires third-party audio conferencing for call-in audio</li> <li>very dependent on Internet bandwidth for video/webcam display</li> </ul>	<ul style="list-style-type: none"> <li>cannot upload content ahead of time – can only screen share live</li> <li>recording file sizes are very large; limited recording storage at Contact North   Contact Nord</li> <li>file sharing done through chat message rather than stand-alone feature</li> <li>content doesn't remain once session is ended</li> </ul>	<ul style="list-style-type: none"> <li>subject to browser version specifics as no downloaded application</li> <li>more tool features may be desired (e.g., annotation during screenshare)</li> <li>need to allow time to join audio in session entry, into breakout room, and returning from breakout room to the main room</li> <li>multiple moderators but only one presenter (most tasks) at a time</li> <li>content does not remain once session ended</li> <li>no specific whiteboard tool, blank slides or document need to be uploaded</li> <li>presenter can enable presentation files for download by viewers of the live conference at any time</li> </ul>
<b>Desktop application</b>	<ul style="list-style-type: none"> <li>recommended for all roles to access full tools and functionality</li> </ul>	<ul style="list-style-type: none"> <li>use the Zoom Desktop Client in Windows or Mac for full functionality</li> <li>limited functionality in Chrome OS</li> </ul>	<ul style="list-style-type: none"> <li>no app to install; the same client runs on desktop, laptop, Chromebook</li> </ul>
<b>Browser</b>	<ul style="list-style-type: none"> <li>browser option can be used if one's computer does not allow download of the desktop application</li> <li>Linux and Chromebook operating systems must use browser version</li> <li>participants cannot be asked to screen share from the browser option</li> </ul>	<ul style="list-style-type: none"> <li>possible to attend from a browser using Zoom Web Client, but with limited functionality</li> <li>default option is to launch the meeting application</li> <li>the Zoom web portal is used for profile and meeting settings; it can also be used to schedule, view and edit meetings</li> </ul>	<ul style="list-style-type: none"> <li>Internet Explorer and legacy Edge browsers unsupported</li> <li>desktop/laptop: Chrome, Firefox or Edge (latest versions)</li> <li>Mobile iOS (12.2+): Safari Mobile</li> <li>Mobile Android (6.0+): Chrome Mobile</li> </ul>

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<b>Mobile application</b>	<ul style="list-style-type: none"> <li>currently mobile devices join from a mobile browser</li> <li>mobile users have increased interaction with file downloads, web link launching, and tapping pasted links</li> </ul>	<ul style="list-style-type: none"> <li>mobile app provides good functionality</li> <li>some features not available (e.g. remote control, local recording)</li> </ul>	<ul style="list-style-type: none"> <li>runs within the default Chrome browser (no app to install) on Android 6.0+</li> <li>runs within the default Safari Mobile browser (no app to install) on iOS 12.2+</li> </ul>
<b>Number of participants</b>	<ul style="list-style-type: none"> <li>subject to licence type</li> </ul>	<ul style="list-style-type: none"> <li>300 - subject to licence type</li> </ul>	<ul style="list-style-type: none"> <li>up to 100</li> </ul>
<b>Number of simultaneous webcams broadcasting</b>	<ul style="list-style-type: none"> <li>recommended maximum 10-12 broadcasting webcams for <u>the entire session including breakout rooms</u></li> <li>Grid view; Filmstrip view for less bandwidth draw</li> <li>scalable webcam display size</li> <li>no background or blurring tools available</li> </ul>	<ul style="list-style-type: none"> <li>unlimited; up to 49 webcam views per page in gallery view and can scroll through pages</li> <li>webcam background and blurring tools available for privacy</li> <li>compatible with in-session American Sign Language ASL interpretation</li> </ul>	<ul style="list-style-type: none"> <li>the number of attendees times the number of broadcasting webcams should be 200 or less; 20 attendees should not broadcast more than 10 webcams at a time.</li> <li>webcams can be shown via screen sharing as a workaround</li> <li>no background or blurring tools available (future)</li> <li>webcam image can be moved around the content for each user's preference</li> </ul>
<b>Calendar integration</b>	<ul style="list-style-type: none"> <li>Microsoft Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Google Calendar, Microsoft Outlook, Yahoo</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Dial-in audio</b>	<ul style="list-style-type: none"> <li>third party only</li> </ul>	<ul style="list-style-type: none"> <li>integrated option - not toll-free</li> </ul>	<ul style="list-style-type: none"> <li>integrated</li> </ul>
<b>Session recording (format)</b>	<ul style="list-style-type: none"> <li>record to Contact North   Contact Nord server and access via portal or link</li> <li>optional recording reminder</li> <li>currently cannot be downloaded and converted to mp4</li> </ul>	<ul style="list-style-type: none"> <li>record locally (mp4) or to the cloud and access via link</li> <li><u>automatically record</u> meeting setting</li> <li>participants can record locally (with permission and only if the host is recording locally)</li> </ul>	<ul style="list-style-type: none"> <li>record to Contact North   Contact Nord server and access via portal or link</li> <li>able to rename recording title</li> <li>easily change recording visibility from default private to public; option to download to mp4</li> <li>"shared videos" do not show in the recording</li> </ul>
<b>Non-verbal interactions</b>	<ul style="list-style-type: none"> <li>several status icons available and appear beside participant name in attendee pod</li> </ul>	<ul style="list-style-type: none"> <li>several reactions available that display on webcam video and beside names in participant panel</li> </ul>	<ul style="list-style-type: none"> <li>several status icons available and appear beside participant name in user list; additional hand-raising icon</li> </ul>
<b>In-session chat</b>	<ul style="list-style-type: none"> <li>designated chat pods</li> <li>can have multiple chat pods for exercises</li> <li>all roles can customize (colour and text size)</li> <li>control notifications</li> <li>hosts can allow/prevent private chat for participants</li> <li>clickable links in chat</li> <li>file for download is a separate tool</li> </ul>	<ul style="list-style-type: none"> <li>separate chat window can be merged to meeting window</li> <li>host can allow/prevent private chat</li> <li>clickable links in chat</li> <li>can attach files for participants to download</li> </ul>	<ul style="list-style-type: none"> <li>public and private chat options</li> <li>moderators and students can export chat</li> <li>clickable links in chat</li> <li>moderator can enable/disable private chat between students</li> </ul>

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<b>Whiteboard</b>	<ul style="list-style-type: none"> <li>multiple whiteboards in share pod and can be created ahead of time</li> <li>all roles can save as png or host can email snapshot</li> <li>whiteboards are persistent – can title for easy referral and retrieval</li> </ul>	<ul style="list-style-type: none"> <li>whiteboard is a share option</li> <li>can save whiteboards as photos</li> <li>can have up to 12 whiteboards per meeting</li> </ul>	<ul style="list-style-type: none"> <li>whiteboard needs to be planned ahead as a blank slide or Word document</li> <li>when multi-user whiteboard enabled, all users in the BigBlueButton session can annotate the “whiteboard” simultaneously</li> </ul>
<b>Annotating / mark-up tools</b>	<ul style="list-style-type: none"> <li>all shared content can be annotated</li> <li>host controls participant annotation permission (all or individually)</li> <li>cannot see who made which annotation</li> </ul>	<ul style="list-style-type: none"> <li>all shared content can be annotated</li> <li>host controls participant annotation permissions (all or none)</li> <li>annotation notification to see who made what annotation</li> </ul>	<ul style="list-style-type: none"> <li>uploaded slides can be annotated</li> <li>moderator controls participant annotation permission (all or individually)</li> <li>annotations <u>initially</u> show as named</li> <li>no annotation in screen share</li> </ul>
<b>Polls</b>	<ul style="list-style-type: none"> <li>created in in-session poll pod</li> <li>can be created ahead of time and hidden</li> <li>multiple polls can be shown simultaneously</li> <li>can share results with participants</li> </ul>	<ul style="list-style-type: none"> <li>added in the web portal meeting settings (persistent)</li> <li>can be added and edited from within meeting (web portal opens)</li> <li>can share results to participants</li> </ul>	<ul style="list-style-type: none"> <li>added and edited in the session</li> <li>one poll at a time</li> <li>can broadcast results to students</li> <li>once broadcasted, results also remain in the chat for the remainder of the session</li> </ul>
<b>Breakout rooms</b>	<ul style="list-style-type: none"> <li>maximum of 20 rooms per session; maximum 200 attendees</li> <li>customize room names</li> <li>room can be set up ahead of time, however, cannot assign participants ahead of time</li> <li>content in room: all pages and slides of uploaded content will show</li> <li>room activity does not record</li> <li>participants cannot choose room</li> <li>participants cannot record room</li> <li>controls easily accessible via in-session attendee pod</li> <li>host can broadcast text messages to all rooms from any room</li> <li>breakout room work can be shown to all back in the main room</li> </ul>	<ul style="list-style-type: none"> <li>maximum of 50 rooms per session; maximum 200 attendees</li> <li>customize room names</li> <li>host can assign participants to breakout room ahead of time</li> <li>content in room: content is not uploaded, however can be screen shared and a whiteboard opened</li> <li>participants can record the room they are in</li> <li>can allow participants to select and enter rooms on their own</li> <li>host can broadcast text message to all rooms</li> </ul>	<ul style="list-style-type: none"> <li>maximum of 24 rooms; maximum 100 attendees</li> <li>participants can choose which room to join</li> <li>rooms can be set with a time duration</li> <li>content in room: only one page of uploaded content will show in the room’s media window</li> <li>all users enter the breakout rooms with moderator status; the first individual to connect is assigned the presenter role, presenter role can be taken by other room attendees</li> <li>does not have a tool to show completed breakout room content back in the main room</li> <li>students can access the main room while simultaneously being in the breakout room</li> <li>recording breakout rooms is not possible</li> </ul>

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<b>Closed captioning</b>	<ul style="list-style-type: none"> <li>assign a captioner from session participants or use a captioning service</li> <li>no automatic captioning</li> <li>can set the Chrome browser to auto caption</li> </ul>	<ul style="list-style-type: none"> <li>assign a captioner from session participants or use a captioning service</li> <li>set automatic generated captions</li> </ul>	<ul style="list-style-type: none"> <li>assign a captioner from session participants</li> <li>no automatic captioning</li> <li>can set the Chrome browser to auto caption</li> </ul>
<b>Transcripts</b>	<ul style="list-style-type: none"> <li>manually typed caption files can be saved as transcripts</li> </ul>	<ul style="list-style-type: none"> <li>live transcription available as captioning during session as well as for download following a session</li> </ul>	<ul style="list-style-type: none"> <li>manually typed caption files can be saved as transcripts</li> </ul>
<b>Participant privacy options</b>	<ul style="list-style-type: none"> <li>webcam cannot be activated by meeting host</li> <li>no background options or blurring</li> </ul>	<ul style="list-style-type: none"> <li>webcam cannot be activated by meeting host</li> <li>background blur option</li> <li>host can block participant profile pictures</li> <li>can share only a portion of a screen</li> </ul>	<ul style="list-style-type: none"> <li>BigBlueButton has no feature that forces participants to consent to a privacy policy or being recorded prior to joining a room. Greenlight has an optional feature that Contact North   Contact Nord can switch on in the basic settings: "Requires the consent of the room initiator and the participants for recording". This gives all participants a warning text before entering the conference that this room will be recorded.</li> <li>participant webcam cannot be activated by meeting host</li> <li>moderator can block students from viewing each other's webcams</li> </ul>