



Microsoft Teams

Create an interactive online classroom with [Microsoft Teams](#). Teams supports group conversations, [video conferencing \(up to 49 screens\)](#), virtual breakout rooms and the ability to [chat and share files](#). A team is automatically created for all courses. The instructor will need to manually enable the feature in the teams section in the app. A [short video is available](#) to explain the activation process. A [quick start guide](#) to Teams is available on the Microsoft Teams website.

In a Teams HyFlex classroom, instructors start the class session from either a Microsoft Teams wall panel in the room or with their laptop. Those in the room immediately see and hear students joining remotely. If a presentation or other content is required, the instructor uses Teams on her/his laptop and shares the material, thereby pushing the content to the display in the physical room and to all remote participants screens simultaneously. Students are also able to share their screens/content with the entire class via Teams. View a [detailed description of the HyFlex classroom technology](#).



Blackboard Collaborate









An alternative to Microsoft Teams is Blackboard Collaborate, a Blackboard tool where students and instructors can meet synchronously, or instructors can record lectures. Like Teams, presenters (both faculty and students if given the role) can share files, chat, poll, annotate, and record. Recorded lectures are available in Blackboard shortly after. This tool provides instructors with the opportunity to demonstrate difficult material and break down content for students.

For live lectures, Collaborate allows for certain best practices to be exercised, such as using a visual medium to explain difficult content, providing a human element to online learning, which is important to students, providing a chance for students to ask questions and get live instruction. Live lectures also provides a chance for students to go into break-out groups to do in-class activities, which is highly recommended during live lectures to engage students and to assess if students are understanding the content and meeting the objectives. For recorded lectures, instructors are able to chunk information in 5 to 10-minute videos, available afterwards in Blackboard.

Learn more about [Blackboard Collaborate](#)

Which Live Lecture Software is Right for You?

	MS TEAMS	BB COLLABORATE
Synchronous Lectures Hold Live Meetings with your students for a virtual classroom experience		
Classroom Integration (Available in the Fall 2020 semester)		
Desktop App Access this app directly from Windows/MacOS		
Meeting Participants The maximum number of participants in any meeting	350	250
Recording (Audio + Video) Record what is on your screen as well as your voice		
Screen Sharing Share your screen with your audience to show pptx, pdfs, and much more!		
File Sharing Share files with a group for collaboration		
Raise Your Hand Feature Notify everyone in a meeting that you have a question		
Attendance Report A downloadable attendance report is available after the meeting		
Chat Quickly chat with anyone inside a meeting		
Polling Survey your audience with a quick poll.		

Breakout Sessions Break up your audience into smaller groups for group work		
Discussion Board		
Auto Publish to Blackboard Ability to have your meeting published to Blackboard		
Live Captions Turn your voice into text for easy reading		
Transcription A verbatim script of the video provided with time stamps following along	