Collaboration & Groups Comparison Chart

Tools for collaboration and group creation

Tool	Who May Create	Use & Features	Limitations	Accessibility
D2L Groups	Instructor	**Asynchronous**: Discussions, Assignments	**Not a synchronous option**	Follow best practices for accessible HTML files.
Microsoft 365/ OneDrive	Instructor, Students	**Asynchronous**: File sharing and editing	**Not a synchronous option** (although real time edits can be followed)	Follow best practices for accessible file creation.
MS Teams	Instructor (Class Channels), Students	**Asynchronous**: Chat, Channels, file sharing, Microsoft 365/OneDrive integration **Synchronous**: Breakout rooms, recording	**Participants**: users must have a CMU email account **Browser**: must use Chrome or Edge (or the desktop or app version) **Whiteboard**: available, not included in recordings	Live captioning (with speaker identification) option for desktop and mobile app versions (works in breakout rooms); recordings – automatic captions/ transcript if enabled during meeting, may be generated after meetings if needed
Zoom	Instructor, Students	**Synchronous**: Breakout rooms, recording	**Chromebooks**: Cloud recording may not be available **Web client**: limited functionality – use Chrome browser if unable to install Zoom on your device **Breakout rooms**: may be joined across platforms but need to be managed from the desktop client	Live captioning/ transcript (with speaker identification) option (also available in breakout rooms); editable CC available with Zoom or Panopto (cloud recordings)

Web browsers note for all video tools: Use Chrome or Firefox. The new (Chromium) version of Edge is another option.

Guides:

- D2L Groups (PDF)
- Creating Accessible Content in D2L (PDF)
- Share Your Documents with Microsoft 365 (Microsoft Support web page)
- Create Accessible Office Documents (Microsoft Support web page)
- Communicating in Microsoft Teams (PDF)
- Use Breakout Rooms in Teams Meetings (Microsoft Support web page)
- Zoom Meetings with D2L (PDF)
- All You Need to Know about Using Zoom Breakout Rooms (Zoom Blog web page)
- Zoom Accessibility Guide (PDF)