

A wooden desk with a laptop, a white mug of coffee, a pen, and a notepad. The background is a dark, textured wall.

BS

Barbara Stevens

# Blackboard Collaborate vs. Zoom: A Side-by-Side Comparison

Soon, Zoom will be the only GVSU-supported web conferencing application. If you are a regular user of Blackboard Collaborate, learn how these two applications compare. Then, continue on to learn how Zoom works so you can make an easy transition from Collaborate to Zoom.

## BLACKBOARD COLLABORATE VERSUS ZOOM

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≡ Knowledge Check

≡ Comparisons

## USING THE TOOLS IN ZOOM

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≡ Getting Started with Zoom

≡ Screen Sharing

≡ Live Chat

≡ Recordings

≡ Whiteboard & Annotation Tools

≡ Participant Reactions/Feedback

≡ Breakout Rooms

≡ Polling

#### ZOOM TOOLS NOT AVAILABLE IN COLLABORATE

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≡ Creating Breakout Rooms in Advance of Meetings

≡ Creating Polls in Advance of Meetings

#### ZOOM IN BLACKBOARD

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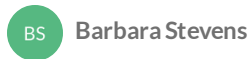
≡ Adding Zoom into your Blackboard Course

#### ELEARNING LIAISONS

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≡ eLearning Liaisons

# Knowledge Check



Web-conferencing applications typically have standard features. When doing a side-by-side comparison of Blackboard Collaborate to Zoom, we find many similarities.

## Test Your Knowledge

Drag and drop the top cards into the categories below to check your knowledge of the tools provided by Blackboard Collaborate and Zoom.

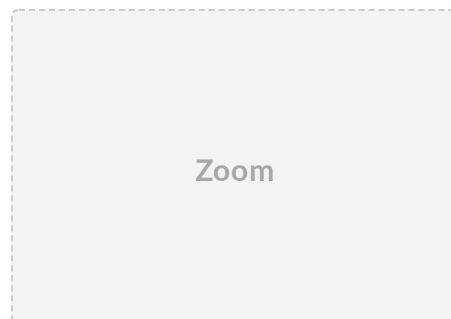
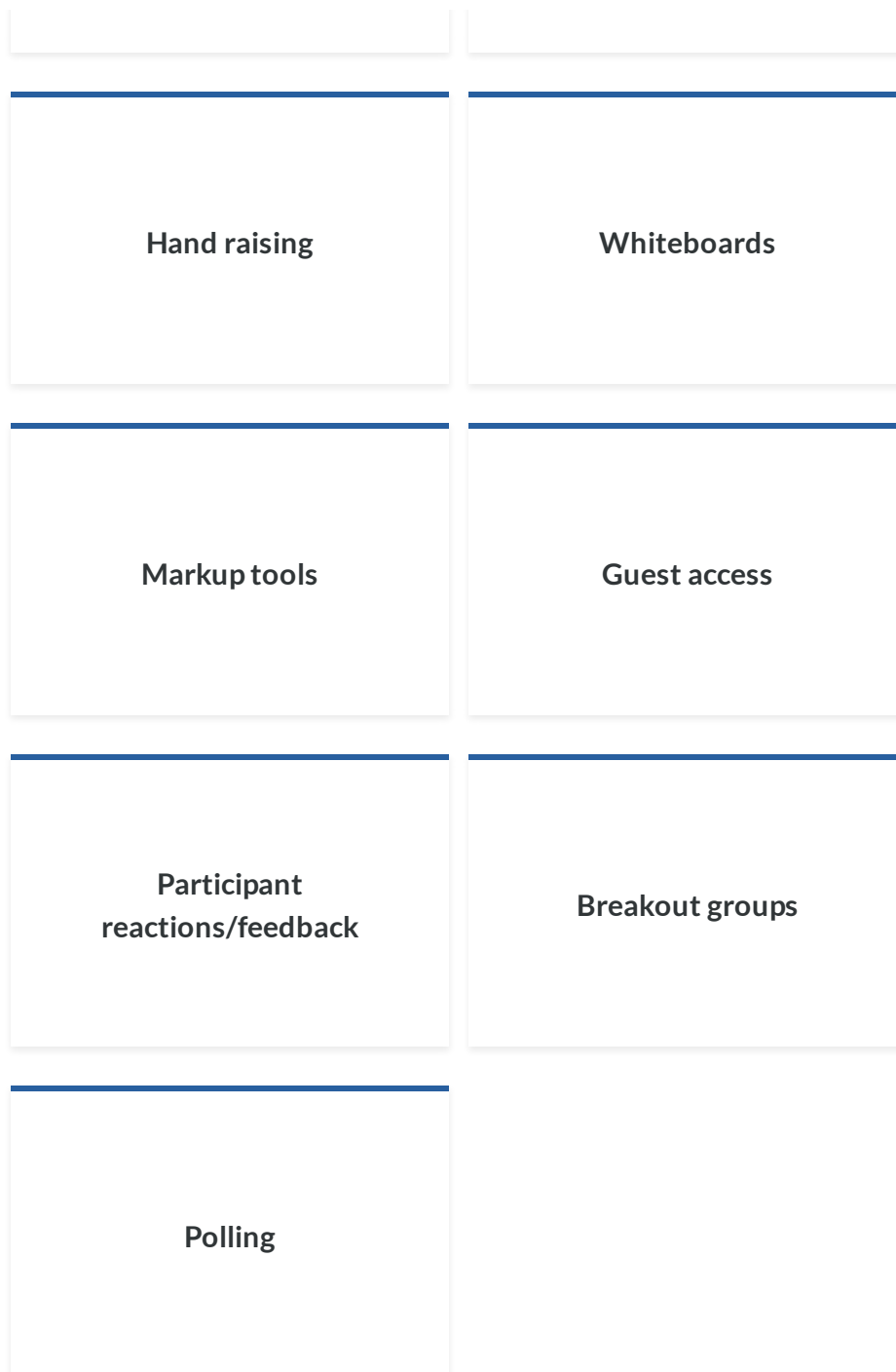
Both Collaborate and Zoom

Screen sharing

Live chat

Recordings

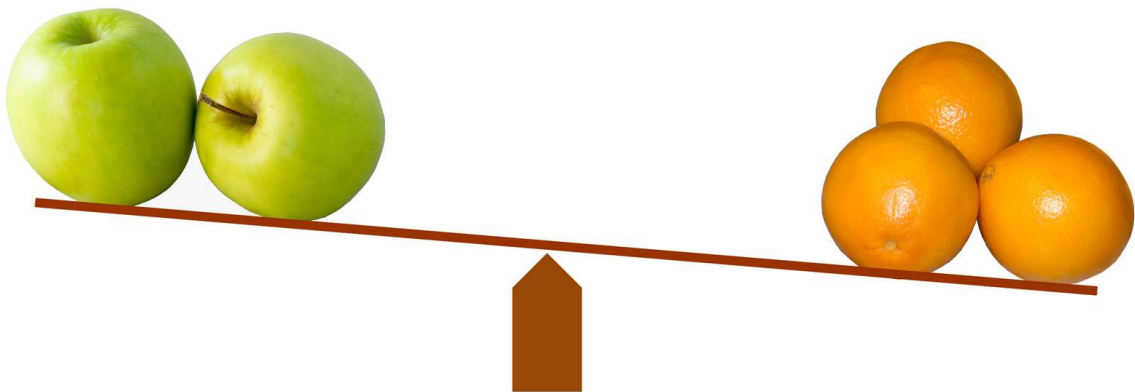
File sharing



Can set up groups before the  
meeting starts

Can set up polls before the  
meeting starts

Collaborate



**Tool Comparisons**




Now that we know how close in functionality Blackboard Collaborate and Zoom are, move on to the next lesson to view side-by-side comparisons of the Collaborate and Zoom tools.

**CONTINUE**

# Comparisons




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## Comparison – General Features




	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	General	Attendee maximum	≤250	≤300	≤300
2	General	URL Guest invitation	Yes	Yes	Yes
3	General	Number of attendees' cameras viewed at one time	5	≤49	≤49
4	General	Create new/recurring sessions	Yes	Yes	Yes
5	General	Session/meeting reminder	No	No	Yes
6	General	Add calendar invite	No	Yes	*Yes
7	General	Dial into meeting/session	Yes	Yes	Yes
8	General	Mobile App participation	Yes	Yes	Yes
9	General	Session limit	No	24 hours	24 hours
10	General	Moderator/Host	Yes	Yes	Yes
11	General	Presenter/Co-Host	Yes	Yes	Yes
12	General	Alternate Moderator/Host	Yes	No	No
13	General	Time out - inactivity	Yes	Yes	Yes
14	General	Lock room	Yes	Yes	Yes
15	General	Password required for entry	No	Yes	Yes
16	General	Mute attendees upon entry	Yes	Yes	Yes
17	General	Attendees' View	Yes	Yes	Yes
18	General	Waiting room	No	Yes	Yes
19	General	Join before host	Yes	Yes	Yes
20	General	Virtual backgrounds	No	Yes	Yes
21	General	Authenticate Students	Yes	No	Yes
22	General	Web Based	Yes	Yes	Yes
23	General	Download/Install application	No	Yes	Yes
22	General	Session timer	No	No	No
25	General	Remove attendees	Yes	Yes	Yes
26	Blackboard	Tool link in Blackboard (Integrated into Bb)	Yes	No	Yes

General features comparison between Collaborate and Zoom.




### Comparison – Breakout Rooms

	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Breakout Rooms	Pre-assign rooms	No	Yes	No
2	Breakout Rooms	Inclusion of attendees calling-in	No	Yes	Yes
3	Breakout Rooms	Breakout room timer	Yes	Yes	Yes
4	Breakout Rooms	Send messages to all rooms	Yes	Yes	Yes
5	Breakout Rooms	Send files to all rooms at once	No	No	No

### Comparison – Polling

	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Polling	Pre-created polls	No	Yes	Yes
2	Polling	Create poll during the meeting/session	Yes	Yes	Yes
3	Polling	Question types - True/False, Multiple choice	Yes	Yes	Yes

### Comparison – Recording




	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Recording	Record/Download meeting/session	Yes	Yes	Yes
2	Recording	Session being recorded announcement	Yes	Yes	No
3	Recording	Automatic recording	No	Yes	Yes
4	Recording	Anonymous chat in recording	Yes	No	No
5	Recording	File type & storage location	Blackboard	Cloud or desktop	Cloud or desktop

Additional feature comparisons between Collaborate and Zoom.




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### Comparison – Reports

	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Reports	Participation - Tracks length attended, start times and end times.	Yes	Yes	Yes
2	Reports	View attendees	Yes	Yes-Self identified	Yes
3	Reports	View/Download polling results	Yes	Yes	Yes

### Comparison – Chat

	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Chat	Download/Print	No	Yes	Yes
2	Chat	Active hyperlinks in Chat	Yes	Yes	Yes
3	Chat	Public and private chat	Yes	Yes	Yes

### Comparison – Sharing

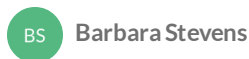
	Category	Feature	Blackboard Collaborate 	MC Zoom 	Blackboard LTI 
1	Sharing	In-meeting file sharing/transfer	No	Yes	Yes
2	Sharing	Share desktop, individual screens and applications.	Yes	Yes	Yes
3	Sharing	Annotation	Yes	Yes	Yes
4	Sharing	Save/print whiteboard	No	Yes	Yes
5	Sharing	Video and system audio	Yes	Yes	Yes

Additional feature comparisons between Collaborate and Zoom.

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# Getting Started with Zoom

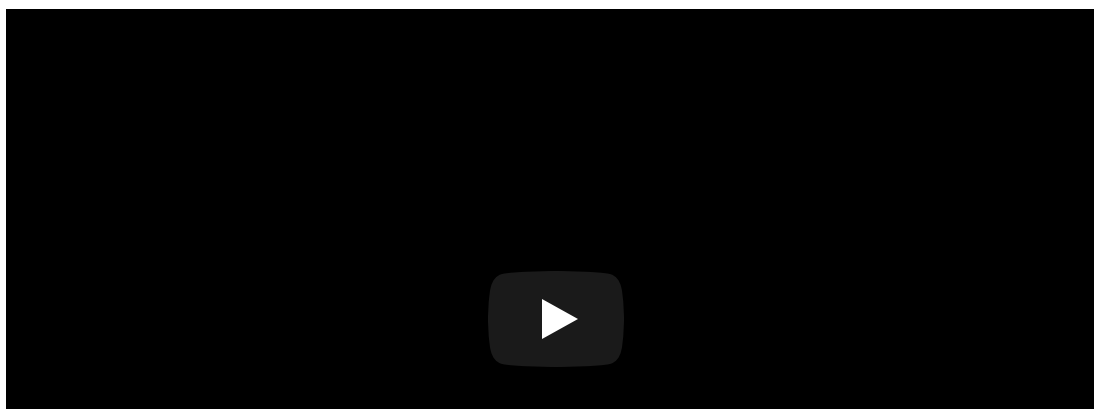


Visit GVSU's [Zoom Plan page](#) to access resources. Also visit the [Service Portal](#) to read related knowledge base articles.

Let's start at the beginning - scheduling meetings.

## Scheduling Meetings

Zoom meetings will only show up in Blackboard if they are scheduled from your Blackboard course. Meetings scheduled outside of Blackboard (directly through the Zoom app or web portal) will not appear in Blackboard. You can schedule the meeting through the app or from the web portal, but you will need to copy the link and share it with students in your course. To schedule a meeting from your Blackboard course, open the Tool menu and click on the Zoom link.



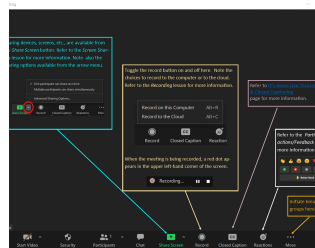


## Getting to Know the Zoom Toolbar

Click the images below to read the descriptions of the toolbar buttons.



Zoom toolbar



Zoom toolbar, continued

## Tips for Running Successful Zoom Meetings

### Before

- Be mindful of cybersecurity considerations as you schedule your meeting.
- Prepare! Create your agenda or course notes. Share them with your attendees.

- Do you wish to use video during your meeting? State your expectations for the interaction ahead of time.
- Test your technology. Test your audio and video settings through Zoom. You can find these settings and tools to test by going to Settings > Video to test your webcam and to Settings > Audio to test your speakers and microphone.
- If you are the presenter, "arrive" a few minutes early to start the session.

## During

- Practice good meeting etiquette.
- If presenting, turn off applications that display notices. Pop ups and associated sounds can be distracting.
- Mute your microphone when it is not your turn to speak to minimize background noise for the presenter and other attendees.
- Participants can "raise hand" to let the presenter know they have a question or comment.
- Keep the energy high as you present.
- Use collaborative tools such as whiteboards.
- Minimize environmental distractions.
- Find a quiet space.
- Sit in a chair at a table rather than recline on a sofa or bed.
- Turn off TVs and music.

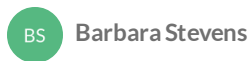
## After

- Presenters should share a recap.
- Troubleshoot technical issues for next time.

CONTINUE



# Screen Sharing

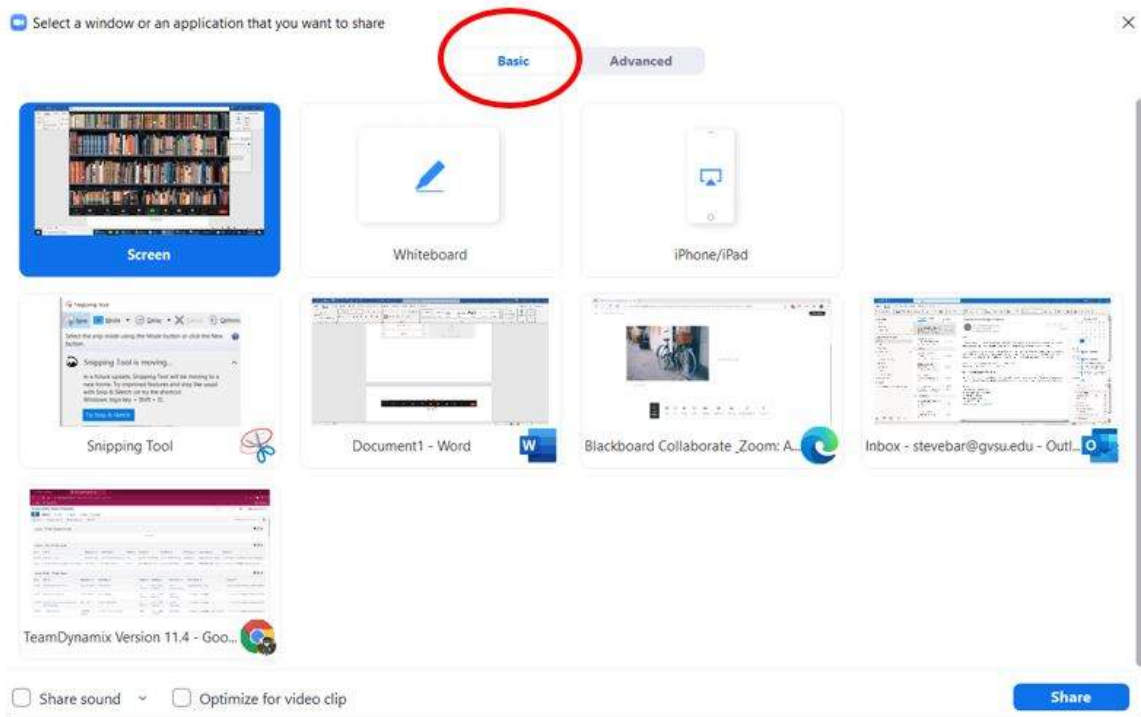


Screen sharing is available in Zoom and allows for a multitude of sharing opportunities.



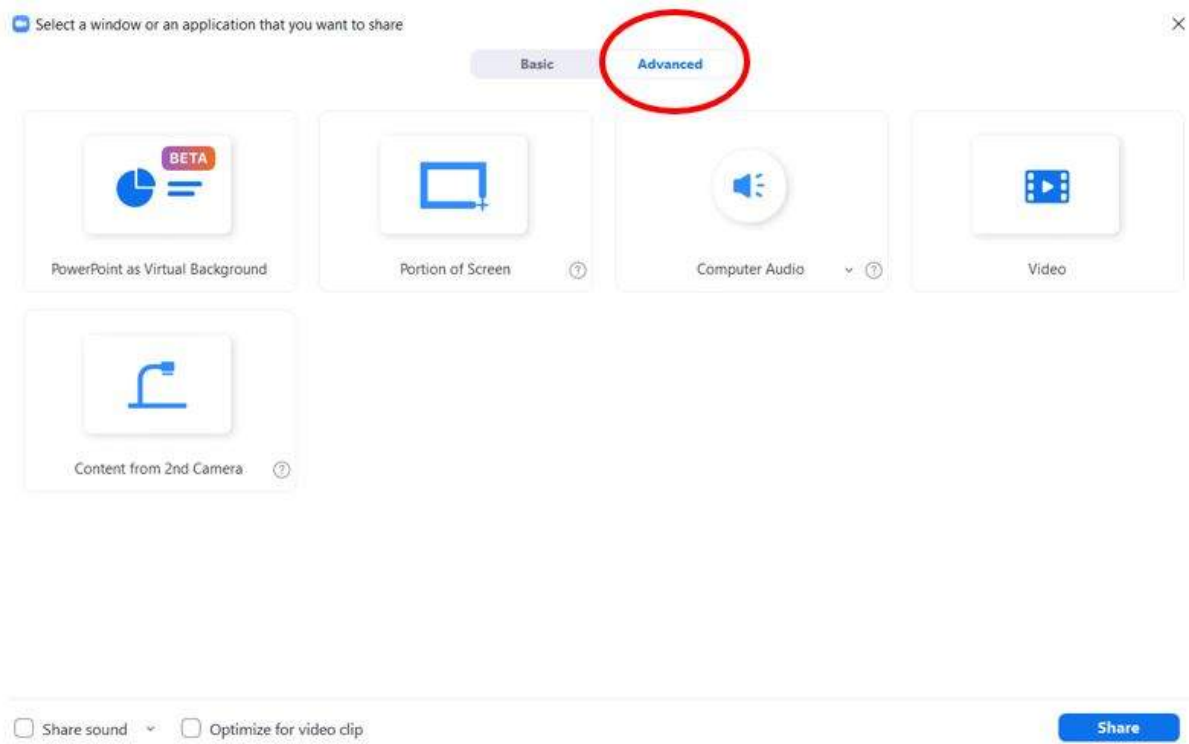
The Zoom toolbar is located at the bottom of the screen in a Zoom meeting.

The Share Screen option is available on the Zoom toolbar.



### Screen share – Basic tab

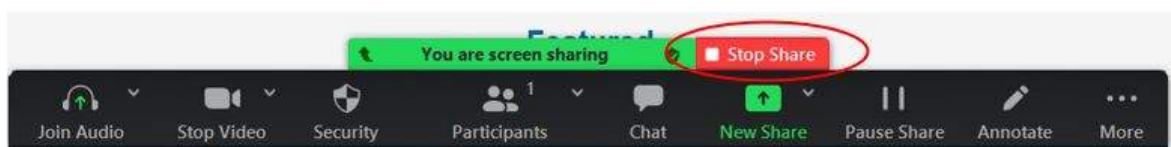
When the screen share window opens, it opens on the Basic tab. Screens and applications currently open on your computer will be displayed. Additionally, options to open the whiteboard or to share your iPhone or iPad with meeting participants are also available. Choose the applicable screen share option and click the blue Share button to begin sharing.



### Screen share – Advanced tab

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Advanced screen share options include PowerPoint as a virtual background, sharing a portion of a screen, sharing an audio file, sharing a video file, and sharing content from a second camera, for example an Elmo document camera in a classroom.

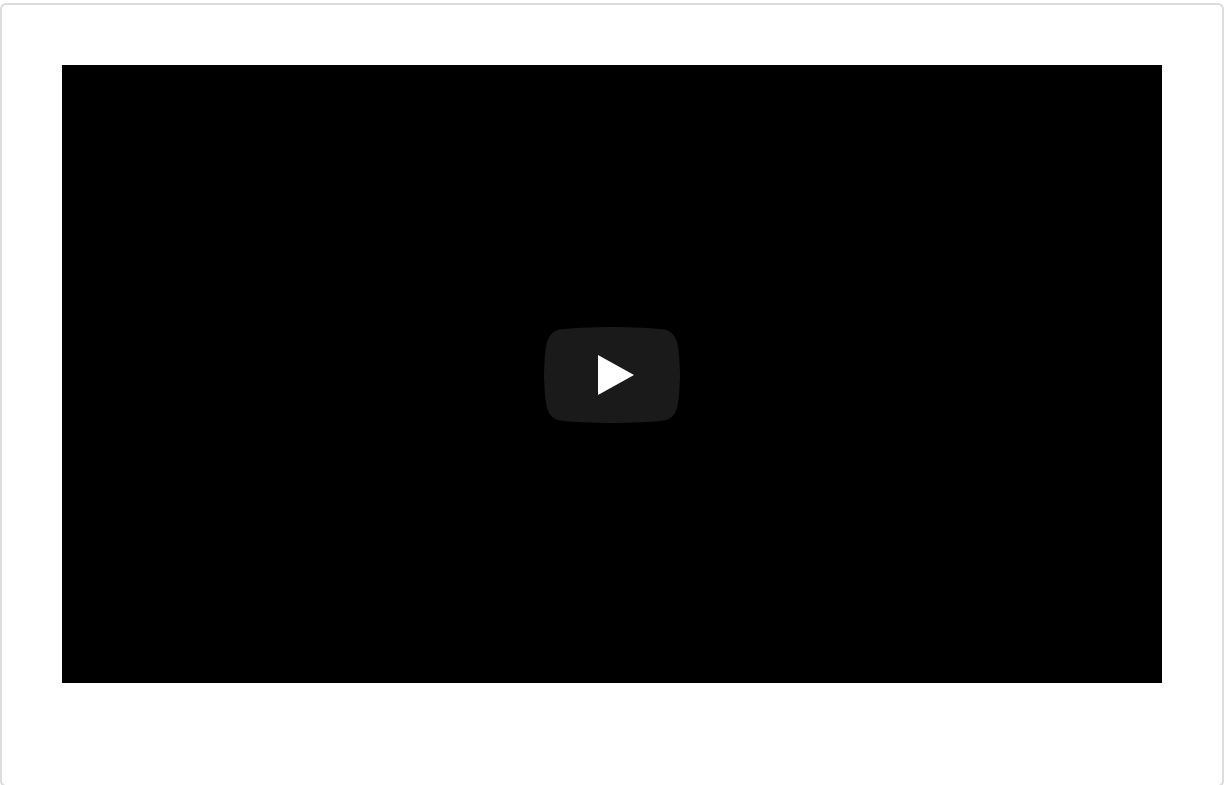


### Zoom toolbar with the share screen indicator on.

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When you are ready to stop sharing, simply click the red Stop Share button. You will be returned to the main meeting window.





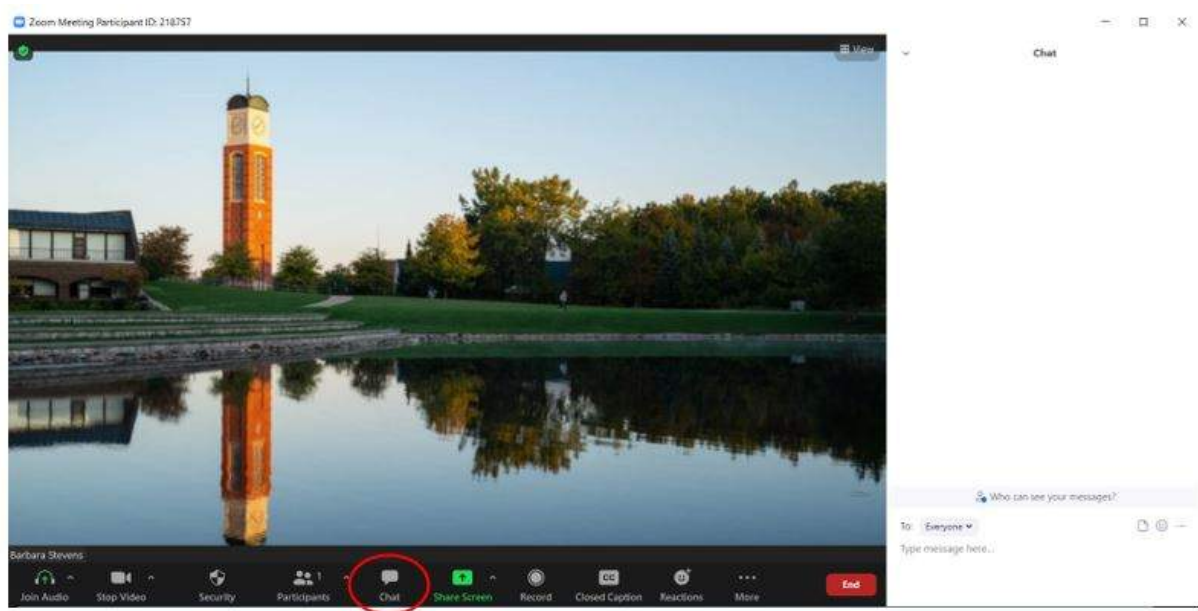
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# Live Chat

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Both Blackboard Collaborate and Zoom provide live chatting during meetings. Zoom offers the added feature of making chat available to view to instructors while presenting. It eliminates the need to have the chat monitored by someone during screen shares.

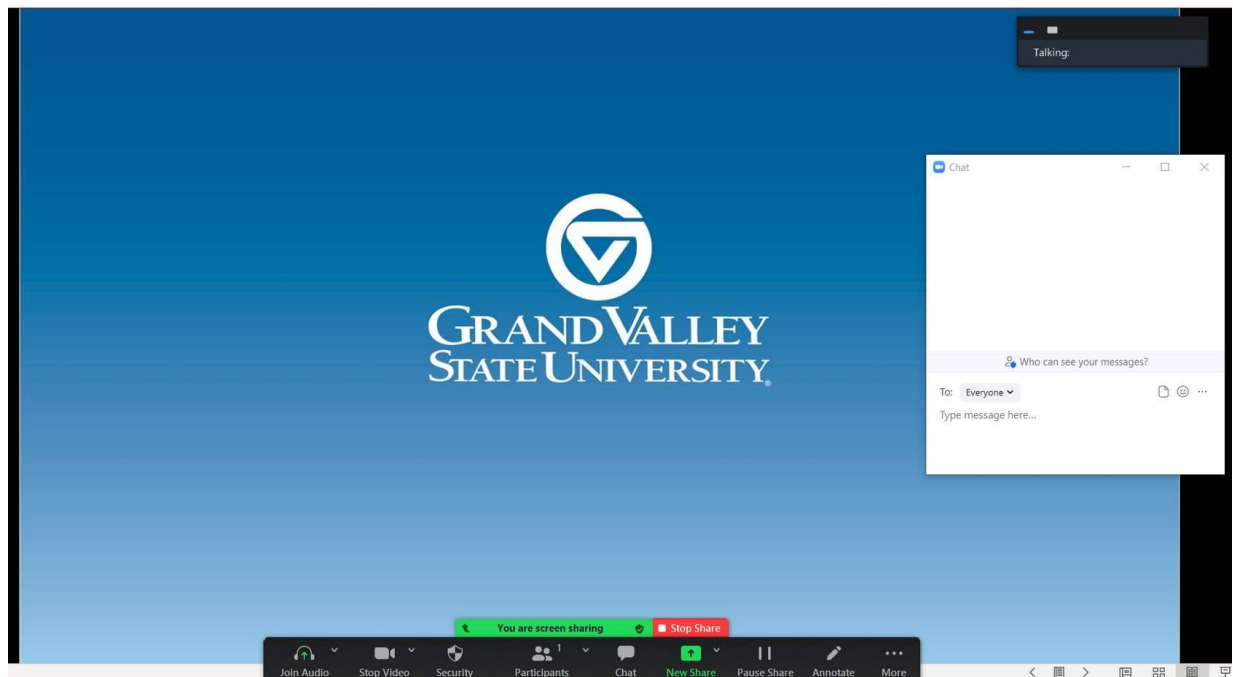
One more thing – Zoom saves the chat!



Zoom with live chat open

To initiate live chat, simply click the Chat button from the Zoom toolbar.

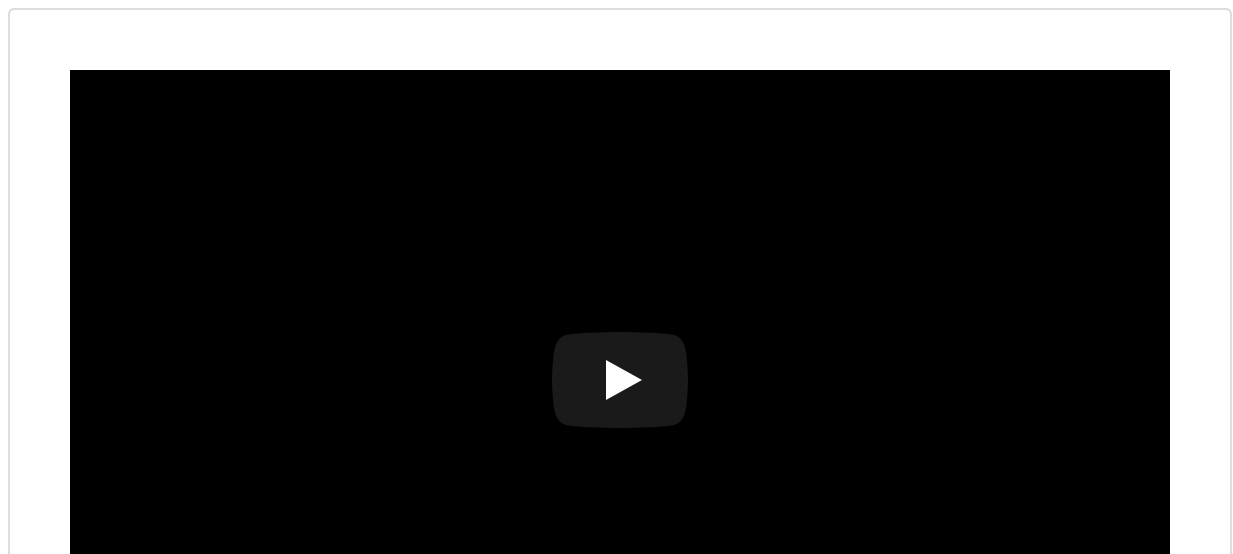
**NOTE:** anyone entering the Zoom meeting late will only see chats posted after they join. If you provide a link in the chat at the start of the meeting, late arrivers won't see the link. Paste it again to share it with them.



Screen sharing in Zoom with the Chat window open

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Unlike Blackboard Collaborate, which doesn't show the chat window while sharing the screen, Zoom pops out the chat window and places it on top of the shared screen so presenters can see comments being posted while presenting. This alleviates the need to have someone monitoring comments for the presenter.





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# Recordings

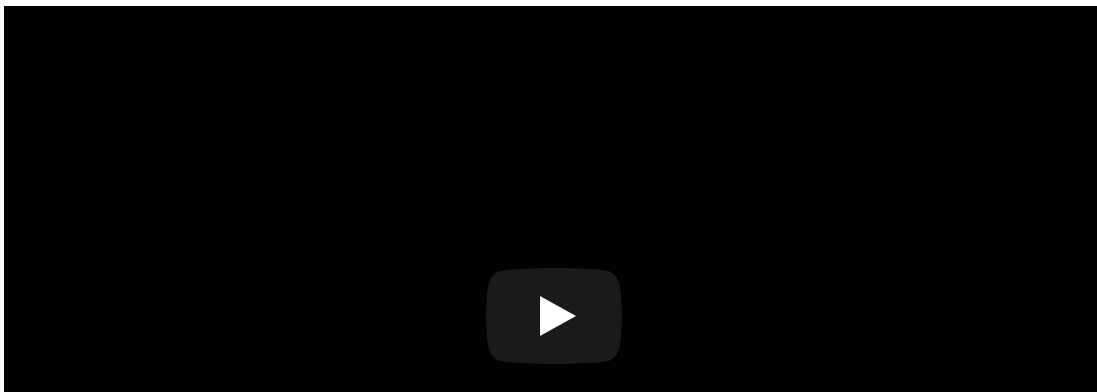
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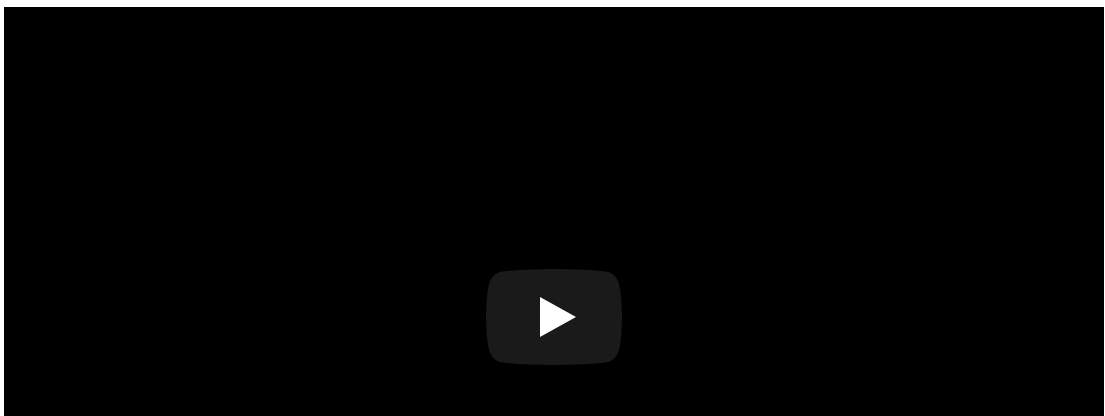
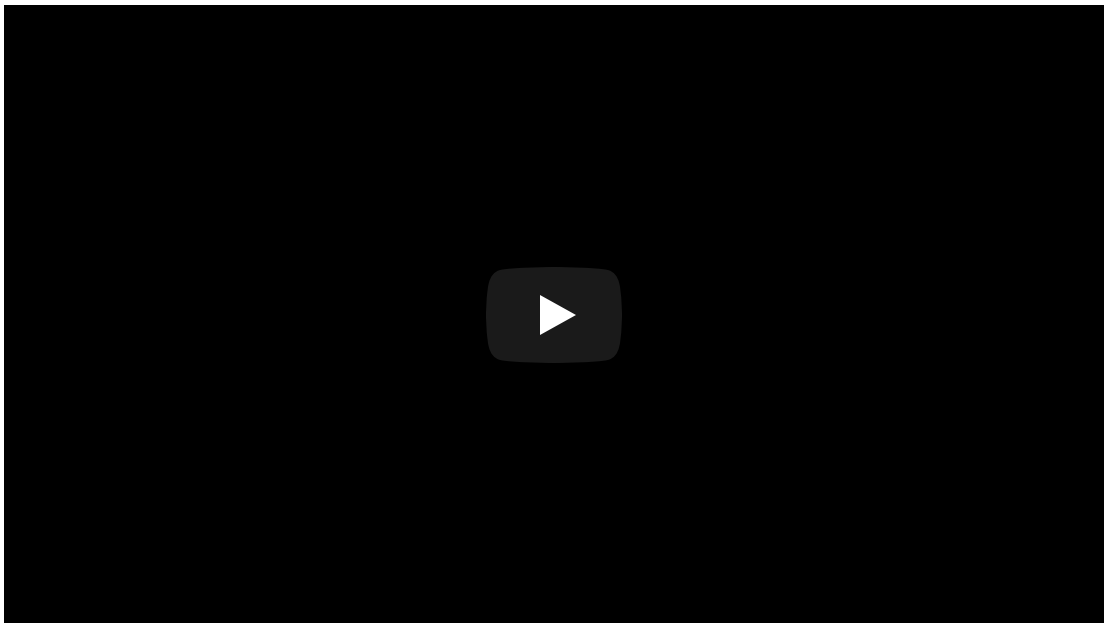
Avid Collaborate users like the convenience of recordings being housed within the course. Zoom doesn't offer the same convenience, but Zoom recordings can easily be added to the course via URLs.



Zoom toolbar showing the record options when selecting Record.

When you're ready to record, click the Record button from the Zoom toolbar. Notice two options are provided for saving the recording - *Record on this Computer* and *Record to the Cloud*. Choose *Record to the Cloud* if you'd like to share the recording with students and other participants. *Record on this Computer* saves an MP4 file to your computer. This option is helpful if you want to upload the recording to Panopto for long-term storage.







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# Whiteboard & Annotation Tools

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Annotations toolbar

## Annotation Tools

After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools, click Annotate (if you are sharing your screen) or Whiteboard (if you are sharing a whiteboard).

**Note:** The Select, Spotlight, and Save options are only available if you started the shared screen or whiteboard.

## Available Annotation Tools

- **Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.
- **Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.
- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.  
**Note:** To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.
- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight / Arrow / Vanishing Pen:** Turn your cursor into a spotlight or arrow.



- **Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.
  - **Arrow**: Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.
  - **Vanishing Pen** (only available if you started the shared screen or whiteboard): Allows the presenter to annotate on the whiteboard or shared screen without having to erase or undo their last addition, as the annotation will fade away within a couple of seconds.
- **Eraser**: Click and drag to erase parts of your annotation.
  - **Format**: Change the formatting options of annotations tools like color, line width, and font.
  - **Undo**: Undo your latest annotation.
  - **Redo**: Redo your latest annotation that you undid.
  - **Clear**: Delete all annotations.
  - **Save**: Save shared screen / whiteboard and annotations as a PNG or PDF. The files are saved to the local recording location.
- Note**: This option is only available to viewers if the host has allowed others to save.
- To change the file format, click the downward arrow next to Save and select one of these options:
    - **PNG**: Save as a PNG file. If there are multiple whiteboards, Zoom will save a PNG file for each whiteboard.
    - **PDF**: Save as a PDF. If there are multiple whiteboards, Zoom will save a single PDF containing all whiteboards.

## Annotation Settings

If you started the shared screen or whiteboard, click **More** in the screen share controls for these annotation settings:

- **Enable/Disable Annotation for Others**: Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators**: Show or hide the participants' names when they are annotating. If set to show, the participant's name will briefly display beside their annotation.

# Annotation Shortcuts

## Windows:

- Undo: Ctrl + Z
- Redo: Ctrl + Y
- Mouse mode: Right-click anywhere

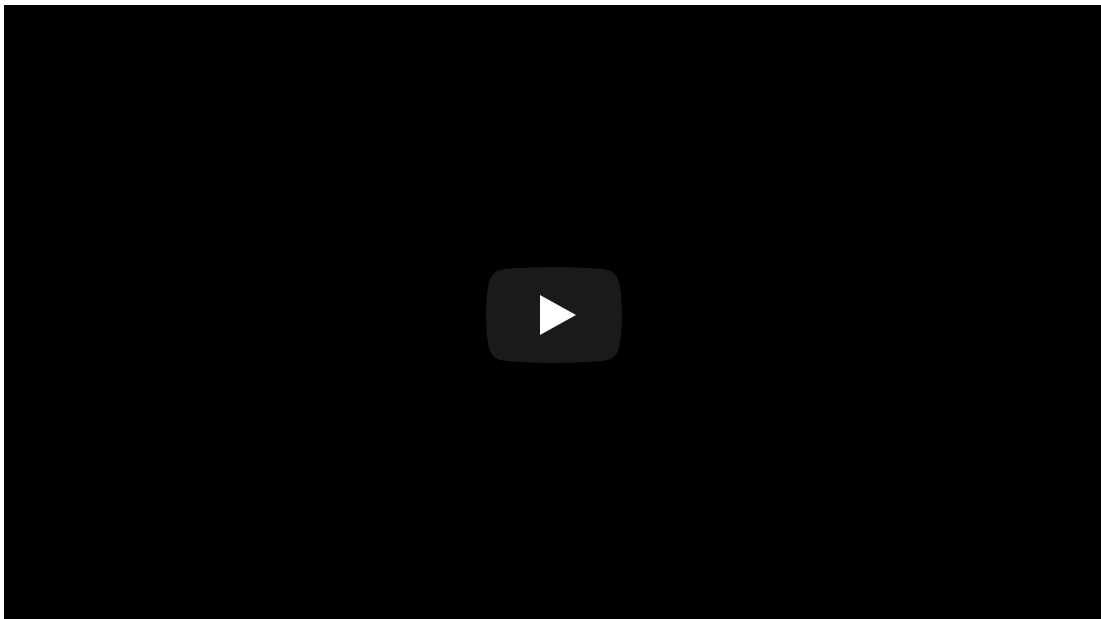
## Mac:

- Undo: Command + Z
- Redo: Command + Shift + Z
- Mouse mode: Right-click anywhere

Shortcuts for Windows and Mac

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Source: [Using annotation tools for collaboration – Zoom Support](#)



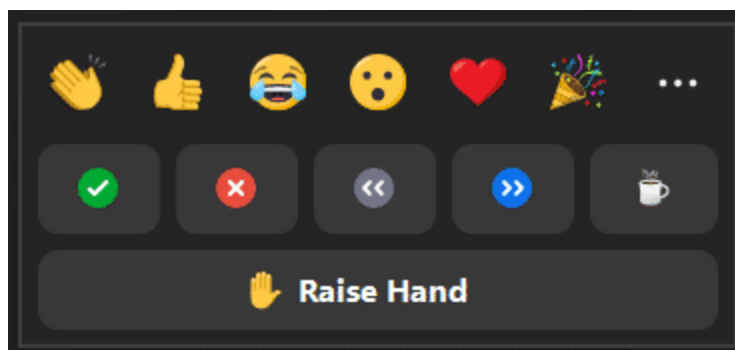
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# Participant Reactions/Feedback

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Zoom reactions

Zoom offers nonverbal feedback in the participants list. Users can choose from 10 different feedback icons: raise hand, yes, no, go slower, go faster, agree, disagree, clap, need a break, and away. The selected icon appears next to the user's name in the participants list. Hosts also see a number above each feedback icon showing how many participants have clicked that icon. Hosts can lower a raised hand, and can clear all nonverbal feedback icons. Participants are displayed in your participant panel in the order that they raised their hands (those who raised their hand first are displayed at the top).

Reactions are available from a Reactions menu on the controls at the bottom of the meeting window. Users can choose from 6 emojis: clapping hands, thumbs up, heart, tears of joy, open mouth, and celebrate. The chosen reaction displays on the user's video thumbnail for 5 seconds. Users can select the skin tone for their reactions in Settings.



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# Breakout Rooms

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Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. Hosts and cohosts can create breakout rooms, assign participants manually or automatically, enable self-select, and start the rooms. They can also rename, add, or delete rooms, move attendees between rooms, and broadcast a message into ongoing rooms. Breakout rooms can be set to end automatically after a certain amount of time. A countdown timer to the session's end can be set to between 30 seconds – 2 minutes.

Attendees can share content and use collaboration tools such as chat within their groups. If self-select is enabled, they can view the list of rooms to enter and leave freely. They can also ask for help during the sessions, and the host/cohosts receive a notice. Attendees receive a warning when their session is about to end.

**NOTE:** If you are recording to the cloud, the recording stays with the main meeting. If local recording is used, the recording will follow the participant who is recording, and multiple participants can record locally. Attendees must request and the host must enable permission to record a breakout room.

It is currently only possible to record in breakout rooms with local recording. The host must allow specific participants to record locally and it will only record the room the participant who is recording is in. Multiple participants can be given permission to record locally.

## Limitations of Breakout Rooms

By default, only the host or co-host can assign participants to breakout rooms. They can allow participants to choose their own room, but this must be done in the meeting when launching the breakout rooms.

Users joined into the Zoom meeting from the Zoom Mobile App can participate in breakout rooms, but cannot manage them.

You can create up to 50 breakout rooms. The maximum number of participants in a single breakout room depends on the meeting capacity, number of breakout rooms created, and if participants are assigned during the meeting or before the meeting.

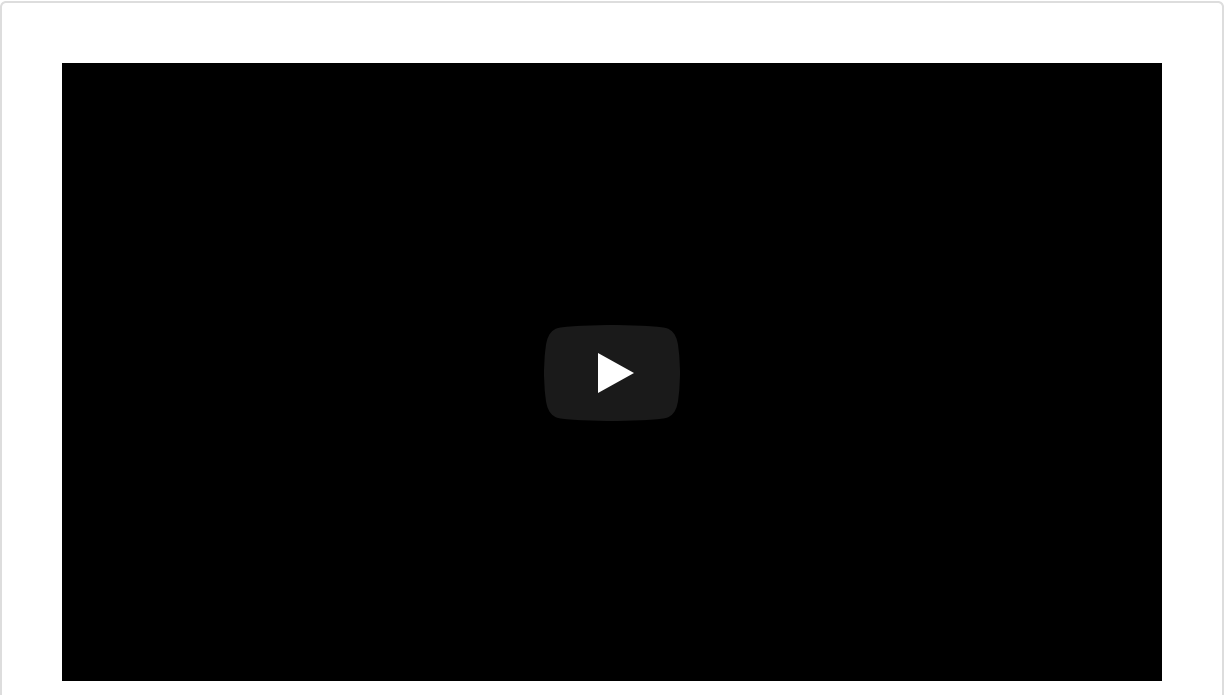
These numbers only apply to breakout rooms created during a meeting. **Up to 50 breakout rooms and up to 200 participants can be [pre-assigned to breakout rooms](#).**

Number of breakout rooms	Maximum number of participants who can be assigned to breakout rooms*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

\*The maximum capacities listed require a [Large Meeting add-on](#). If you do not have a Large Meeting add-on, the maximum number of participants is limited by your meeting capacity.

### Number of breakout rooms and participants allowed

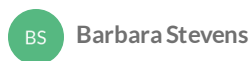
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# Polling

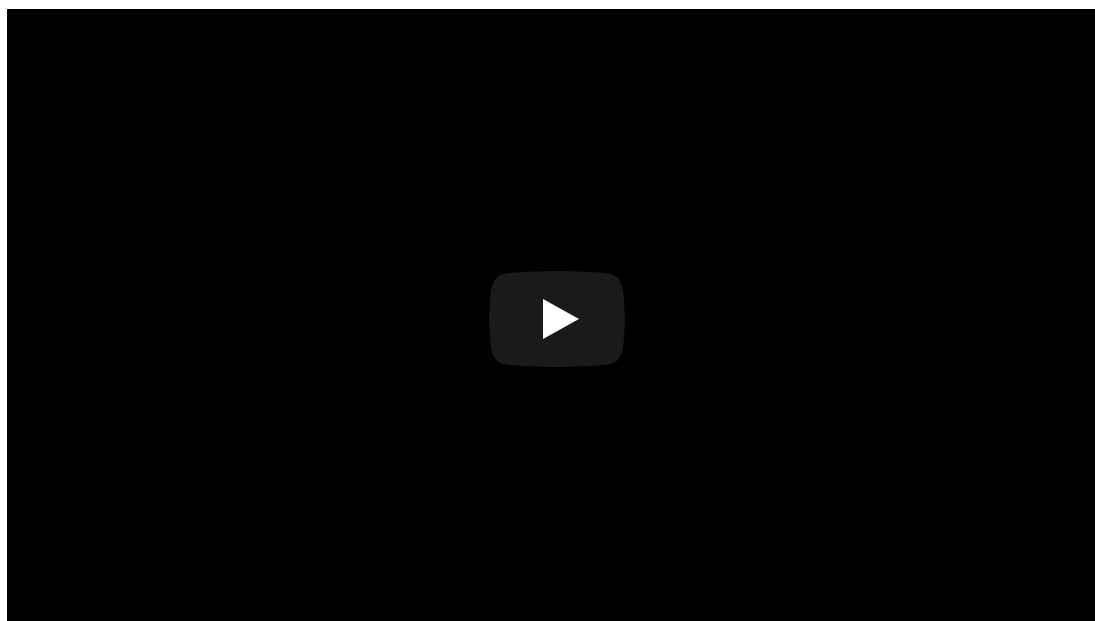


Polls can be created during a meeting. You can also create a poll in advance on the Zoom web portal's meeting management page. Then launch the poll during your class meeting at the right time. The available question types are:

- Multiple-choice allowing multiple answers from a list of choices
- Multiple-choice allowing a single answer from a list of choices

Polls have a timer option, an anonymous answers option, an option to view and share the poll results with attendees, and an option to save poll results to your computer as a CSV file.

See also: [How to create an advanced poll](#)



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# Creating Breakout Rooms in Advance of Meetings

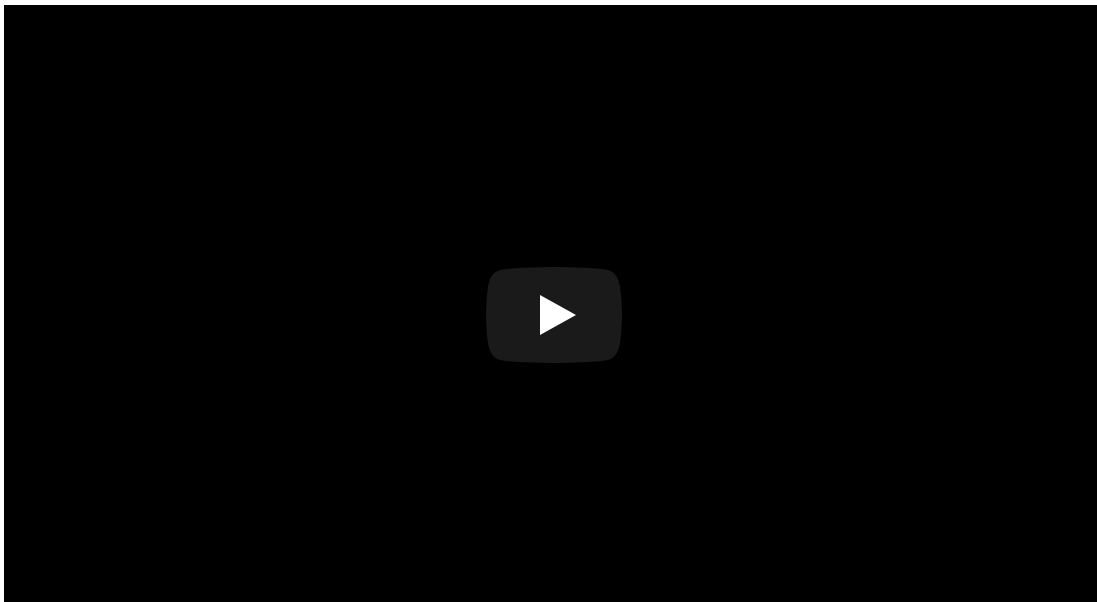
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If you already know how you want to group your participants, you can pre-arrange your meeting participants into breakout rooms when scheduling the meeting. Review [this Zoom Support article](#), which covers:

- Limitations
- How to re-assign participants to breakout rooms using the web portal
- How to pre-assign participants to breakouts rooms using a CSV file
- How to edit breakout room assignments
- How to start a meeting with pre-assigned breakout rooms
- How to recover pre-assigned breakout rooms



[Redacted]

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# Creating Polls in Advance of Meetings

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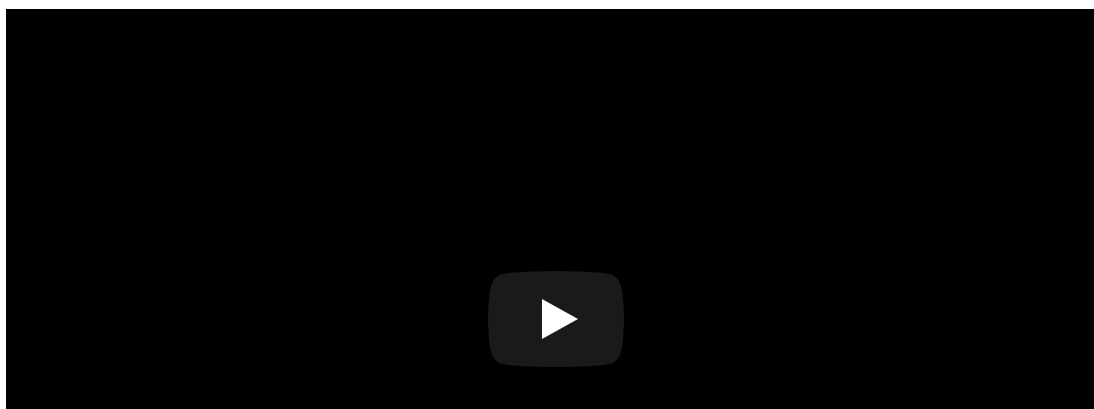
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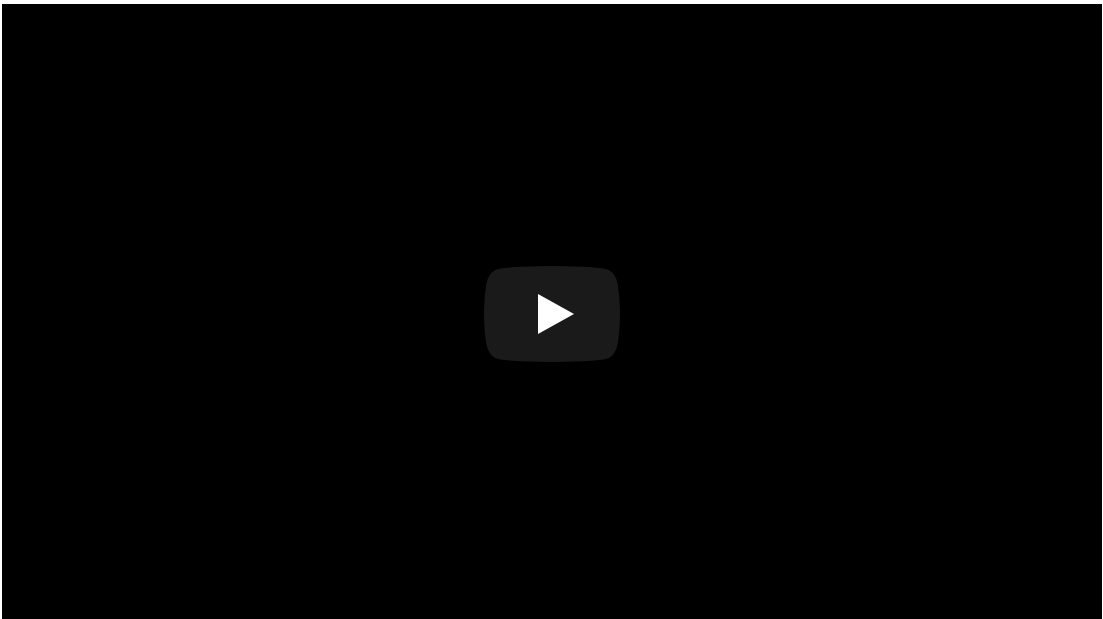
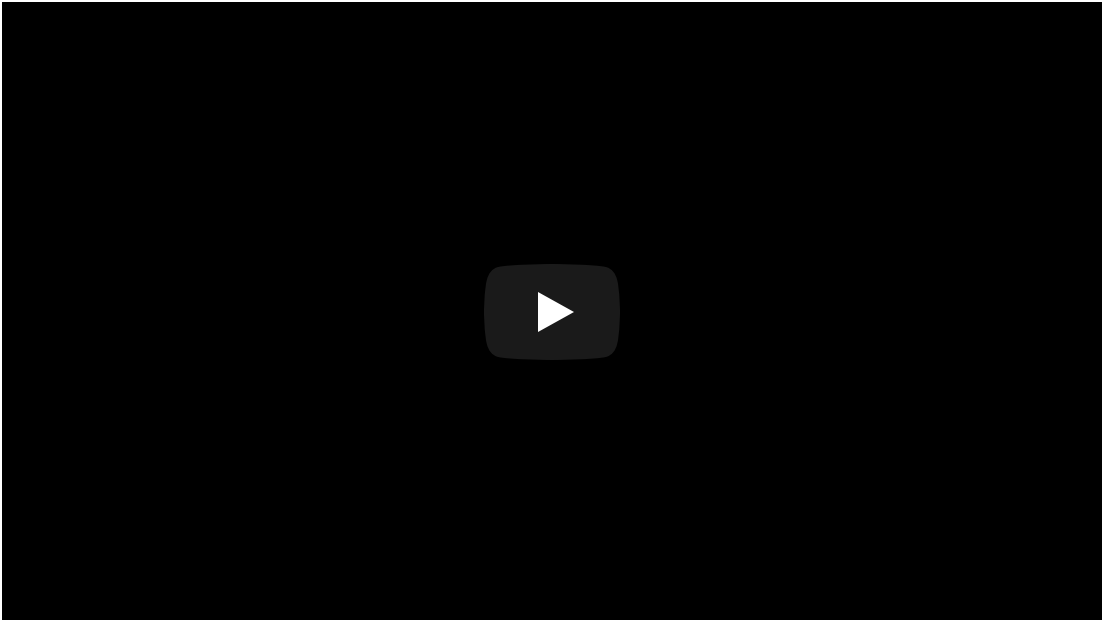
The polling feature allows you to create single-choice or multiple-choice polling questions. Advanced polling add matching, ranked choice, short answer, and long answer options. You can also set correct answers to have polls function as quizzes.

You will be able to launch the poll during your meeting and gather the responses from your participants. Full details of the poll results, such as each participant's answers and submission times, are contained in the polling reports (see video below). Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

Refer to [the Zoom Support article](#), which covers:

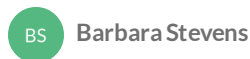
- Limitations for advanced polling
- How to create an advanced poll
- How to create a quiz
- How to launch a poll or quiz



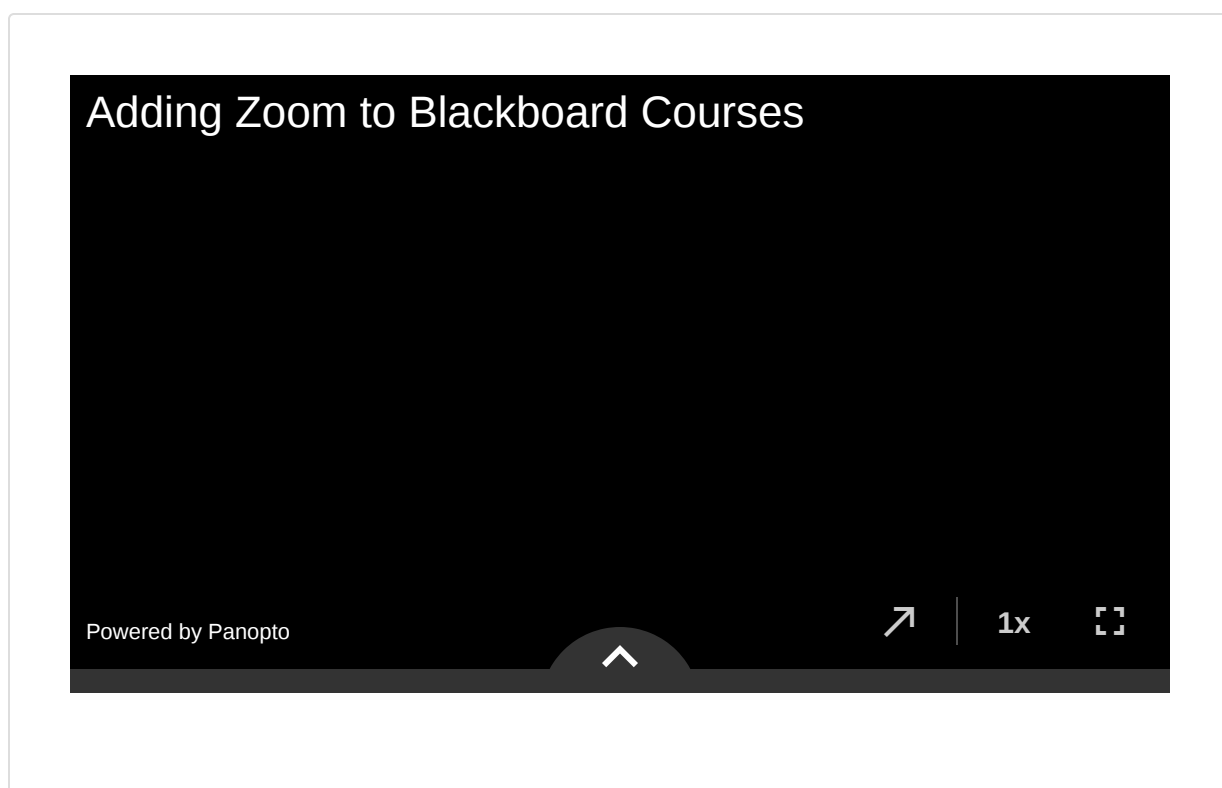


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# Adding Zoom into your Blackboard Course



This 2-minute video demonstrates how to add Zoom to your Blackboard course.



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eLearning Technologies Logo

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## Here to Help

eLearning Technologies provides liaison support for each college. Refer to our [website](#) to find the liaison for your college. Individual and group appointments can be made. Reach out to your instructional designer or instructional technology project specialist liaison for more information.