

In order to facilitate your online and hybrid classes, Purdue University supports multiple tools to help address your virtual classroom and video conferencing needs.

- **Virtual Classroom-** meeting with students for a class session and launching from Brightspace where students need to share their audio and/or visual. This is suitable for hybrid or online courses looking to include students from many locations. Features such as chat, breakout rooms, locking a class session to outsiders and providing accessibility accommodations are a priority.
- **Video Conferencing-** meeting with students or peers outside of Brightspace where participants share audio and or visual from their location. This option is suitable for situations such as office hours or department meetings. Purdue University currently supports Webex as our primary video conferencing tool.

Tool	Recommended Use	Funding, Support and Access
Webex	Webex is supported by Purdue University outside of Brightspace as a virtual conferencing tool. This is the recommended tool to use for both virtual classroom uses and video conferencing as a central supported and central funded tool. Offers a call-in line for participants without internet access.	<ul style="list-style-type: none"> ● Centrally Funded ● Centrally supported, please email itap@purdue.edu ● All full-time faculty and staff have access to WebEx. If you encounter issues logging in or need support, please contact itap@purdue.edu
Microsoft Teams	Microsoft Teams is available for use outside of Brightspace. This tool can be used for smaller group courses that require students to meet for group work. This is for courses looking for a free option that offers more group work flexibility	<ul style="list-style-type: none"> ● Centrally funded ● Not supported by Purdue University support services ● For Access please contact itap@purdue.edu
Zoom	Zoom is best suited for sessions where Webex or Teams will not meet the needs of instructors. Zoom is in the process of being integrated with Brightspace and will be available in Fall 2020. Zoom should not be used for telehealth or conversations pertaining to educational records including grades*. Provides a call-in line for participants without internet access.	<ul style="list-style-type: none"> ● Department funded, \$45 per license ● Currently not supported by Purdue University support services ● To obtain a license, please visit https://www.pnw.edu/information-services/services/zoom

**Please refer to the table on page two for suggested tools to use when discussing protected data*

Suggested Tools for Protected Data

Service	Product	Sensitive	Restricted	FERPA	HIPAA	GLBA	CUI
Filesharing	Box.com (Personal)	×	×	×	×	×	×
Filesharing	Box.com (REED folder)	✓	✓	✓	✓	✓	×
Filesharing	Filelocker	✓	✓	✓	✓	✓	⚠ ¹
Filesharing	Microsoft One Drive	×	×	×	×	×	×
Messaging	Microsoft O365 Email	×	×	×	×	×	×
Collaboration	Microsoft SharePoint	×	×	×	×	×	×
Collaboration	Microsoft Teams	⚠ ²	×	×	×	×	×
Conferencing	Webex (Normal)	✓	×	✓	×	×	×
Conferencing	Webex (Restricted)	✓	✓	✓	✓	✓	×
Conferencing	Zoom (Paid)	⚠ ³	×	⚠ ³	×	×	×
Conferencing	Zoom (Free)	×	×	×	×	×	×

×	Services that show this designation for a data classification should NOT be used.
⚠	Services that show this designation for a data classification may be used with caution.
✓	Services that show this designation for a data classification are fully approved to be used.

⚠ ¹	Filelocker is intended to be used as a file transfer service and not for long-term storage.
⚠ ²	Microsoft Teams does not require multi-factor authentication and allows complex permissions to be set. Ensure access is limited to authorized users and never via public link.
⚠ ³	Zoom does not require multi-factor authentication and is not offered as a centrally supported service. Users have the ability to change system settings and therefore must ensure the environment as configured is secure and compliant. When necessary, access should be granted to specific users rather than sharing account information. Storing recorded meetings in the cloud could expose protected data and should be avoided.

https://www.pnw.edu/information-services/wp-content/uploads/sites/80/2020/07/acceptable_service_use_static_cautions.png