Organizational Options

	Quercus (Canvas)	SharePoint Online	Teams (Office 365)	OneDrive (Office 365)
Primary Use	Teaching / Assessment/ Student activities	Document and/or records management (managed and authoritative)	Administrative Group Work	Personal work use
Owner	Individual	Group	Group	Individual
Sharing Capabilities	Can grant access to participants for sharing	High end departmental document and record management and sharing	Group document sharing	Personal online space and can give access to other individuals
Collaboration Capabilities	Ability to chat, hold office hours, have groups	Collaboration tools available by requires dedicated professional expertise to manage	Ability to chat, hold meeting, have a calendar, share files with everyone on the team	Document repository only (Asynchronous Document Co-editing)
How to create	By Request via Divisional IT team	By Request via Divisional IT team	By Request via Divisional IT team	Each individual determines access
Permission Controls for Files	Limited Granular Access determined by Instructor	Full Granular Access Determined by Owners/Administrators	Membership Determined by Owner; All Members have Full Access	Granular Access Determined by Owner
Visibility of Team Membership	Controllable by instructor	Many options	All members can see all members	Editing privileges visible on a per document basis
Similar to	Portal	SharePoint	Slack	Google Drive / Dropbox

Please note that SharePoint is not available in all Divisions; please contact your Divisional IT team to discuss