

G Suite Application	Example Use Case for UF	Alternatives
Docs	Google Docs is a great text editing tool that can be used by multiple users at one for groupwork collaboration or to live-edit a shared document during a lecture.	Microsoft Word
Sheets	Google Sheets can be used by faculty to create a topic sign-up sheet for a project so that students can indicate their interest while not duplicating a topic claimed by another student.	Microsoft Excel
Slides	Student group assignments that culminate in a presentation can use Google Slides in order to easily collaborate on a final presentation.	Microsoft PowerPoint
Forms	Faculty and students can create shareable forms that can be used to collect non-sensitive data, such as in-class surveys or feedback forms.	Qualtrics or Microsoft Forms
Sites	Students can create websites that can be used to host an ePortfolio or to fulfill the requirements of an assignment that requires them to publicize their work.	Microsoft Sway or Adobe Spark
Drive	Folders in Google Drive can be used by student groups to maintain a shared set of files and resources that are available only to the users that have permission to access the folder.	Microsoft OneDrive
Keep	Students, faculty, and staff can use Google Keep to create to-do lists and maintain notes and reminders regarding their tasks.	Microsoft OneNote or Microsoft To Do

Calendar	Students can use Google Calendar to keep track of their academic deadlines. Faculty can make calendars with the important dates from the syllabus that can be shared with students enrolled in the class. Will be enabled but not integrated with UF systems.	Microsoft Outlook Calendar
Hangouts	Students could use Hangouts to video conference with group mates when collaborating on projects. Zoom is recommended when scheduling meeting with faculty or with persons outside of the University of Florida. Will be enabled but not integrated with UF systems.	Zoom and Microsoft Teams
Classroom	To reduce confusion, Google Classroom will not be enabled at this time.	Instructure Canvas
Mail	In order to reduce confusion in where mail accessed, Google Mail will not be enabled for University of Florida accounts.	Office 365