# Canvas or Cvent

## Which is the appropriate system for online delivery of an event or course?

When you need to deliver a University of Missouri Extension event or course online, your options are to use either Cvent or Canvas. Both of these systems allow you to:

- Deliver synchronous* sessions
- Track continuing education (CE) credit
- Offer CE certificates
- Collect participant demographics
- Access reporting 24/7
- Evaluate the program
- Deliver an event or course online whether it is **one session** or **multiple sessions delivered over time**

In addition to these similarities, the systems have some key differences. These differences are highlighted in the decision tree to help you determine which system is appropriate for your event or course (referred to as "it" in the decision tree).

*When using this decision tree to select the appropriate system for online delivery of your event or course, think of synchronous and asynchronous delivery this way:*

***Synchronous delivery*** *occurs in real time, that is, the presenter and participants are online at the same time.*

***Asynchronous delivery*** *occurs when a participant chooses to be online and allows participants to set the pace individually.*

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Is it a **workshop, training or program?**

**YES**

| Does it include **interaction or collaborative or group projects and activities**? **YES** | Is it a **meeting or conference** used mainly for **presentation or information delivery**? **YES** |

It can be delivered either **synchronously or asynchronously.*** **YES** | It must be delivered **synchronously.*** **YES**

Does it require communication with participants via…

…**email, announcements and asynchronous discussion forums** throughout the course? **YES** | …**email beforehand** and potentially also through an optional **integrated mobile app** if it is a multiday virtual event? **YES**

Does it **require online access to materials before or after sessions**?

**YES** | **NO**

Participants can access handouts, worksheets, publications and other resources before and after the course, and can access Zoom recordings of sessions afterward. **YES** | Participants can be emailed handouts before event and Zoom presentation recordings after event. It **does not require online access to materials**. **YES**

Can it be **replicated and modified** for use with different audiences either **synchronously or asynchronously**? **YES** | Is it a **one-time** event **or** an event that **can be repeated** but must be delivered **synchronously?** **YES**

MU Extension — University of Missouri

canvas

cvent