



# Blackboard Collaborate (macOS) cheat sheet

## Application, Window, and File

Cmd + Q	Quit Blackboard Collaborate
Cmd + H	Hide Blackboard Collaborate
Option + Cmd + H	Hide other applications
Cmd + W	Close window: Notes, activity, closed captioning, and calculator
Cmd + Option + W	Switch to whiteboard mode
Cmd + Option + A	Switch to application sharing mode
Cmd + Option + U	Switch to web tour mode
Cmd + ,	Open the Preferences window
Cmd + S	Save participants list, chat conversation, or whiteboard
Cmd + P	Print participants list or whiteboard

## Keyboard navigation

F6	Move to the next main module in the user interface. The default order is Participants panel, Chat panel, collaboration toolbar, action bar, and Audio & Video panel
----	---

If you change the order of the panels, the order will change

F6	Open the action bars of whiteboard and web tour modes
----	---

Shift + F6	Move to the previous main module in the user interface
------------	--

Tab	Move to the next user interface element, such as a button, field, or option in a main module or UI element. For example, if focus is in the collaboration toolbar, you can use Tab and Shift+Tab. You can move between the whiteboard, application sharing, web tour, the Information menu, the Load Content button, and the Record button
-----	--

Shift + Tab	Move to the previous user interface element, such as a button, field, or option in a main module. See preceding example for Tab
-------------	---

Space	Activate the currently selected function
-------	--

Option + F8	Enable tabbing in toolbars of secondary windows: Closed captioning, notes, activity, and file transfer
-------------	--

Cmd + `	Move keyboard focus between open windows: Notes, file transfer, activity, closed captioning, and calculator
---------	---

Cmd + Shift + O	Open the Options menu of the panel or toolbar in focus: Audio & Video, Chat, participants, whiteboard action bar, whiteboard navigation bar, and web tour
-----------------	---

## Activity window

Cmd + /	Open activity window
---------	----------------------

Cmd + W	Close activity window
---------	-----------------------

## Audio

Control + F2	Press the Talk button. This is a global Hot Key
--------------	---

Control + F2	Release the Talk button. This is a global Hot Key
--------------	---

Cmd + Shift + Down arrow	Arrow Adjust microphone level down
--------------------------	------------------------------------

Cmd + Shift + Up arrow	Arrow Adjust microphone level up
------------------------	----------------------------------

Cmd + Option + Down arrow	Arrow Adjust speaker level down
---------------------------	---------------------------------

Cmd + Option + Up arrow	Arrow Adjust speaker level up
-------------------------	-------------------------------

## Video

Control + F3	Start video transmission. This is a global a Hot Key
--------------	--

Control + F3	Stop video transmission. This is a global Hot Key
--------------	---

## Whiteboard

Cmd + A	Select all objects in whiteboard
---------	----------------------------------

Cmd + Shift + P	Open Page Explorer window
-----------------	---------------------------

Cmd + Shift + T	Open Object Explorer window
Cmd + C	Copy selected objects or text in whiteboard
Cmd + X	Cut selected objects or text in whiteboard
Cmd + V	Paste copied or cut objects or text to whiteboard
Cmd + G	Group selected objects
Cmd + U	Ungroup selected objects
Del or Backspace	Delete selected objects or text in whiteboard
Option + Page Down	Go to next page
Option + Page Up	Go to previous page
Option + Home	Move to first page at this topic level
Option + End	Move to last page at this topic level

## Application Sharing

Control + Space	Take back control of application sharing. This is a global Hot Key
Control + Shift + S	Stop application sharing. This is a global Hot Key

## Chat

Cmd + M	Move cursor to the message box of the Chat panel
Cmd + A	Select all chat text in the conversation pane
Cmd + C	Copy selected chat text in the conversation pane
Cmd + V	Paste copied chat text to chat message box, whiteboard, or external application

## Participants Panel

Cmd + R	Raise or lower your hand
Cmd + Shift + A	Show that you have stepped away or come back
Option + 1	Show smiley face
Option + 2	Show LOL
Option + 3	Show applause

Option + 4	Show confusion
Option + 5	Show approval
Option + 6	Show disapproval
Option + 7	Show slower when you want the presenter to slow down
Option + 8	Show faster when you want the presenter to speed up
Option + 0	Show none when you want to clear all displayed emoticons

## Notes

Cmd + E	Open notes window
Cmd + W	Close notes window

## Closed-Captioning Functions

Cmd + F8	Open closed-captioning window
Cmd + W	Close closed-captioning window

## Polling

Cmd + 1	Yes - polling response
Cmd + 2	No - polling response
Cmd + 1	A - polling response
Cmd + 2	B - polling response
Cmd + 3	C - polling response
Cmd + 4	D - polling response
Cmd + 5	E - polling response
Cmd + 0	None

## Default hotkeys

"Hotkeys" are classified as system-wide in Blackboard Collaborate. They can be used anywhere on the system and can be customized.

Hotkeys can be changed in the Preferences window in the General preferences section.

Control + F2	Press or release the Talk button
Control + Space	Take back control of application sharing
Control + Shift + S	Stop application sharing
Control + F3	Start or stop video transmission

Source: Blackboard (1, 2)

*Last modification: 2022-02-21 11:22:06*

*More information:* [defkey.com/af/blackboard-collaborate-mac-shortcuts](https://defkey.com/af/blackboard-collaborate-mac-shortcuts)

*Customize this PDF...*