



Blackboard Collaborate cheat sheet

Application, Window, and File

Alt + F4 or Ctrl + Q	Quit Blackboard Collaborate
Alt + F4 or Ctrl + W	Close window: Notes, activity, closed captioning, and calculator
Ctrl + Alt + W	Switch to whiteboard mode
Ctrl + Alt + A	Switch to application sharing mode
Ctrl + Alt + U	Switch to web tour mode
Ctrl + ,	Open the Preferences window
Ctrl + S	Save participants list, chat conversation, or whiteboard
Ctrl + 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
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If you change the order of the panels, the order will change

F6	Open the action bars of whiteboard and web tour modes
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Shift + F6	Move to the previous main module in the user interface
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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
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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
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Space	Activate the currently selected
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	function
Alt + F8	Enable tabbing in toolbars of secondary windows: Closed captioning, notes, activity, and file transfer
Alt + F6	(Windows XP only) Move keyboard focus between open windows: Notes, file transfer, activity, closed captioning, and calculator
Ctrl + 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

Ctrl + /	Open activity window
Ctrl + / or Alt + F4 or Ctrl + W	Close activity window

Audio

Ctrl + F2	Press the Talk button. This is a global Hot Key
Ctrl + F2	Release the Talk button. This is a global Hot Key
Ctrl + Shift + Down arrow	Arrow Adjust microphone level down
Ctrl + Shift + Up arrow	Arrow Adjust microphone level up
Ctrl + Alt + Down arrow	Arrow Adjust speaker level down
Ctrl + Alt + Up arrow	Arrow Adjust speaker level up

Video

Ctrl + F3	Start video transmission. This is a global Hot Key
Ctrl + F3	Stop video transmission. This is a global Hot Key

Whiteboard

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

Application Sharing

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

Chat

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

Participants Panel

Ctrl + R	Raise or lower your hand
Ctrl + Shift + A	Show that you have stepped away or come back
Alt + 1	Show smiley face
Alt + 2	Show LOL

Alt + 3	Show applause
Alt + 4	Show confusion
Alt + 5	Show approval
Alt + 6	Show disapproval
Alt + 7	Show slower when you want the presenter to slow down
Alt + 8	Show faster when you want the presenter to speed up
Alt + 0	Show none when you want to clear all displayed emoticons

Notes

Ctrl + E	Open notes window
Alt + F4 or Ctrl + W	Close notes window

Closed-Captioning Functions

Ctrl + F8	Open closed-captioning window
Alt + F4 or Ctrl + W	Close closed-captioning window

Polling

Ctrl + 1	Yes - polling response
Ctrl + 2	No - polling response
Ctrl + 1	A - polling response
Ctrl + 2	B - polling response
Ctrl + 3	C - polling response
Ctrl + 4	D - polling response
Ctrl + 5	E - polling response
Ctrl + 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.

Ctrl + F2	Press or release the Talk button
Ctrl + Space	Take back control of application sharing
Ctrl + Shift + S	Stop application sharing

Ctrl + F3 Start or stop video transmission

Source: Blackboard (1, 2)

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More information: defkey.com/da/blackboard-collaborate-shortcuts

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