



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 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: 21/2/2022 11:22:06 AM

More information: defkey.com/ur/blackboard-collaborate-mac-shortcuts

[Customize this PDF...](#)