Keyboard Shortcuts

Did you know that you can bookmark a webpage in any browser using the keystroke **Ctrl+D** (or ⌘**CMd+D** for Macs)?

An important page to bookmark now is the **COVID-19 Teaching Support** web page

https://i.unisa.edu.au/staff/teaching-innovation-unit/TIU/divisional-support/covid-19-teaching-support/

Here you can access consults with TIU staff such as digital media experts, online educational designers and assessment specialists.

In addition, in subpages, you will find key resources for using technology (e.g. Panopto, Zoom), some basics about online course design and the students' perspective, as well as frequently asked questions.

Other useful keyboard shortcuts are

Find - Windows: **Ctrl+F**   Mac: ⌘**Cmd+F**

> Using the browser or in programs or in file explorer, this shortcut helps you find a word. A box will open for you to add the word you are looking for and then select enter. Select enter again to find all the instances of your search word.

> You will find this useful to locate material in your learnonline site, but first remember to turn editing on so the whole website will open in the browser to be searched.

Cycle through open applications – Windows: **Alt+Tab**   Mac ⌘**Cmd+Tab**

> Perhaps you don't have as many screens at home as you have at work, so you need to adjust to working with layers of programs open on your computer. Using this keyboard shortcut will show all

the open programs with an extra box around the one that is selected to display on top. By pressing the tab button repeatedly, you can cycle through the different windows. There are other ways of doing this.

Automatic split screen – drag floating window to edge of screen

Not strictly a keyboard shortcut, but a simple way for windows users to get your windows organised so you can work on multiple windows on one screen. First make your window float by pressing the pages button on the top right of your window

Then drag that floating window to the left of the screen so that you push it completely off. The window will then automatically display on 5O% of your screen. You can do the same on the right-hand side as well and perfectly display two windows on one screen.

If you would like to ask online teaching and learning questions related to your course, you can write to TIU@unisa.edu.au, have an online consultation with a member of the TIU or sign up for the 1-week course, *Introduction to Engaging Learners Online*.