

Zoom Whiteboard and Caption (Dec 2025)

Last Modified on 11/12/2025 6:52 pm HKT

Date

- 5 Dec 2025 (Fri)

Time

- 3pm - 4pm

Target audience

- CUHK Staff and Students

Agenda

Time	Topic	Activities
15:00-15:05	Welcome & Introduction	<ul style="list-style-type: none">• Brief overview of workshop objectives
15:05-15:15	Zoom Whiteboard Introduction	<ul style="list-style-type: none">• Overview of Whiteboard capabilities• Enabling Whiteboard in Zoom settings• Accessing Whiteboard during meetings• Interactive: Participants enable Whiteboard in their settings
15:15-15:25	Whiteboard Management	<ul style="list-style-type: none">• Creating, saving, and sharing whiteboards• Managing permissions and collaboration settings• Interactive: Participants create a new whiteboard and adjust settings
15:25-15:35	Getting Started with Whiteboard	<ul style="list-style-type: none">• Basic tools: drawing, text, shapes, sticky notes• Navigation and zoom functions• Templates and their educational applications
15:35-15:40	AI Features in Whiteboard	<ul style="list-style-type: none">• Using Prompts to generate mind maps/ sticky notes' idea generation
15:40-15:45	Caption Setup	<ul style="list-style-type: none">• Enabling automated captions in Zoom settings• Caption appearance customization• Interactive: Participants enable captions in their settings

Questions: elarning@cuhk.edu.hk

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15:45-15:50	Translated Captions	<ul style="list-style-type: none"> • Setting up language translation for captions • Available languages • Use cases for hearing impaired students • Interactive: Participants select translation languages and test
15:50-15:55	Transcript Management	<ul style="list-style-type: none"> • Viewing live transcripts during meetings • Saving and accessing meeting transcripts • Editing and sharing transcripts • Interactive: Practice saving a transcript sample
15:55-16:00	Q&A and Workshop Conclusion	<ul style="list-style-type: none"> • Address remaining questions • Share additional resources

Presenter

- Representative from Zoom

Delivery Method

- Zoom

Medium of Instruction

- English

Recording

- <https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=053cfc44-3306-4555-a927-b3aa009284d2> (CUHK Login required)

Slide deck

- **For staff** (https://gocuhk-my.sharepoint.com/:b:/g/personal/edt-training_cuhk_edu_hk/IQAx92Ar4-2QRay_QD4mKZfJAW0q-MGK5iRQu1xxF8OxTEo)
- **For students** (https://mycuhk-my.sharepoint.com/:b:/g/personal/b195129_link_cuhk_edu_hk/IQD2kb1ZdSacRb1wqDPAI5KPAQm_5w6B-ulXWE9xJHI13ew)

If you have questions, please contact us at ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk/>) / elearning@cuhk.edu.hk.