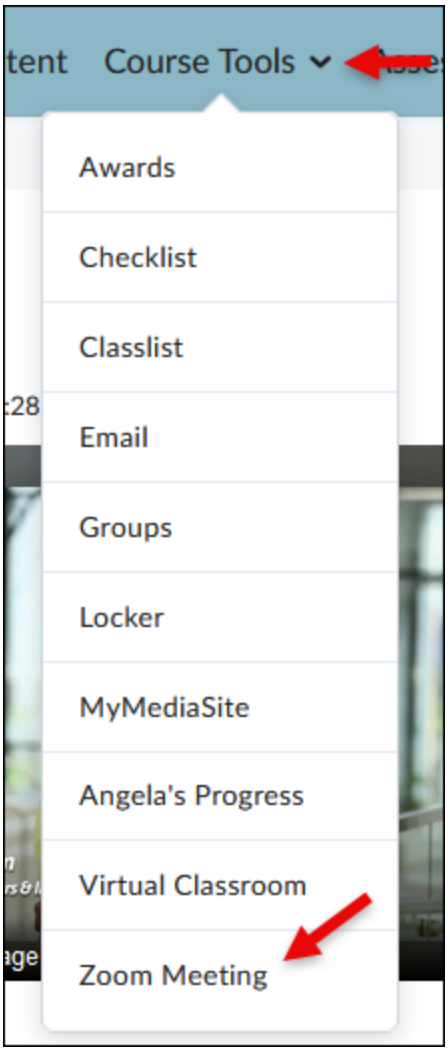
How to Export & Delete D2L Zoom Meetings

If you recorded a Zoom meeting during the semester and want to keep it (archive) you will need to do the following **at the end of each semester**:

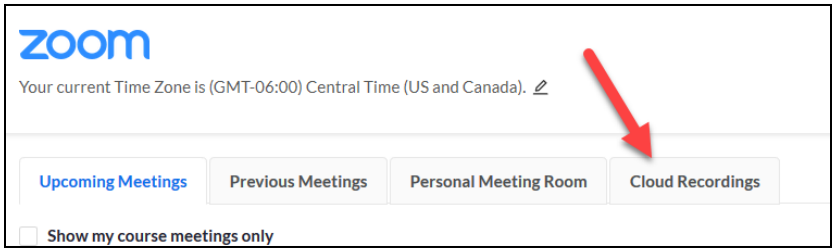
- download recording
- upload into MyMediasite
- delete recording

1. Log into D2L using BC credentials at https://online.brazosport.edu.

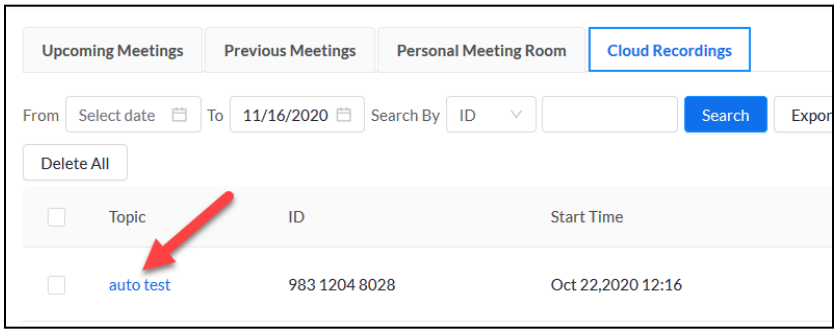
2. **Enter** your course, go to Course Tools and **click** Zoom Meeting.



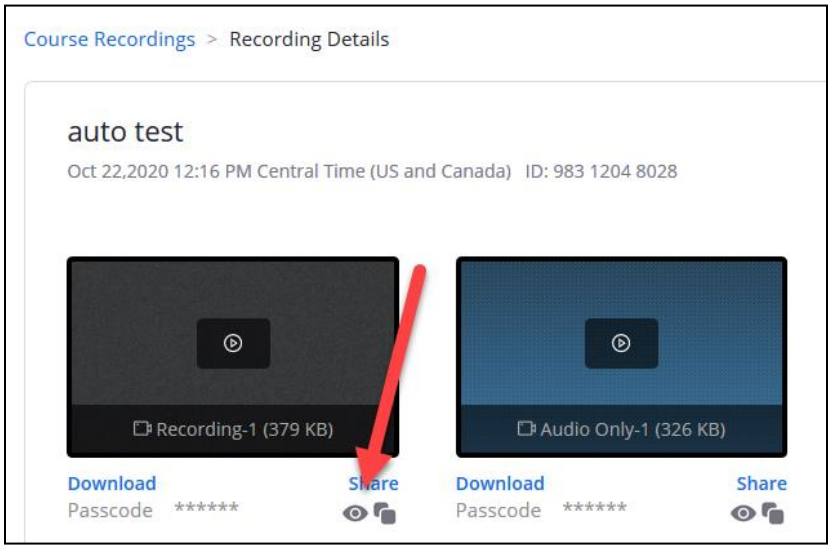
3. **Click** on Cloud Recordings tab.


zoom
Your current Time Zone is (GMT-06:00) Central Time (US and Canada).
Upcoming Meetings
Previous Meetings
Personal Meeting Room
Cloud Recordings
Show my course meetings only

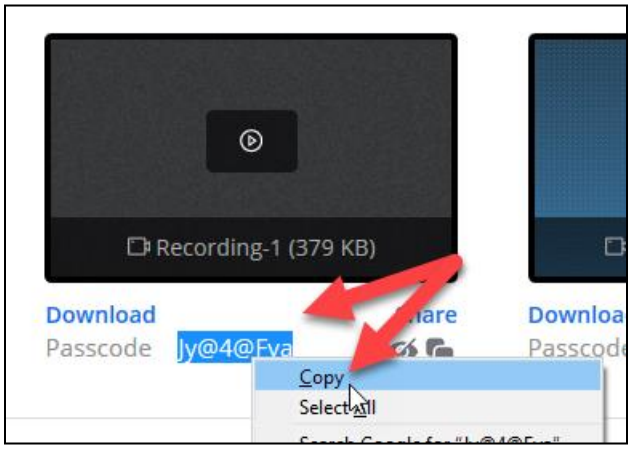
4. **Click** on title of recording.



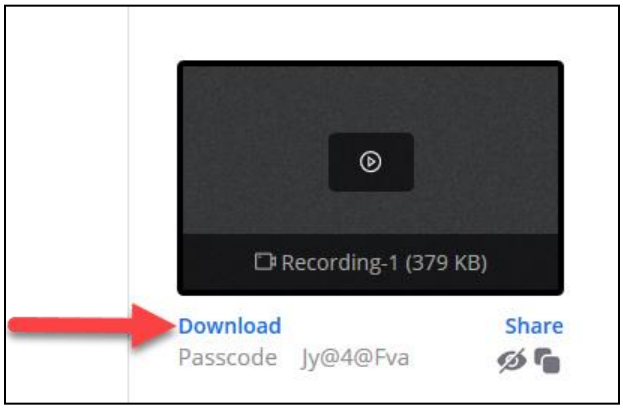
5. **Click** the eyeball icon under the "Recording" image.



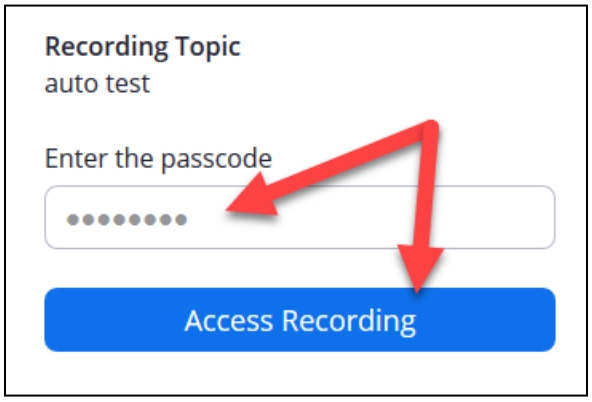
6. Write down OR use mouse to **highlight** code, then **right click** and **select** to copy.



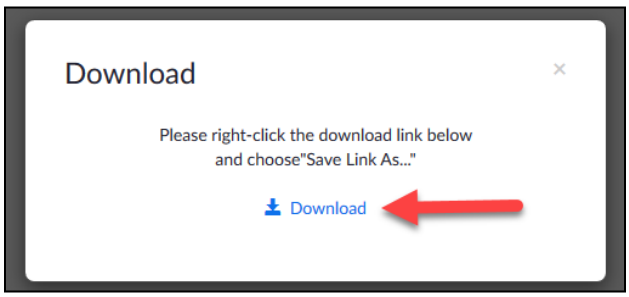
7. **Click** the download link.



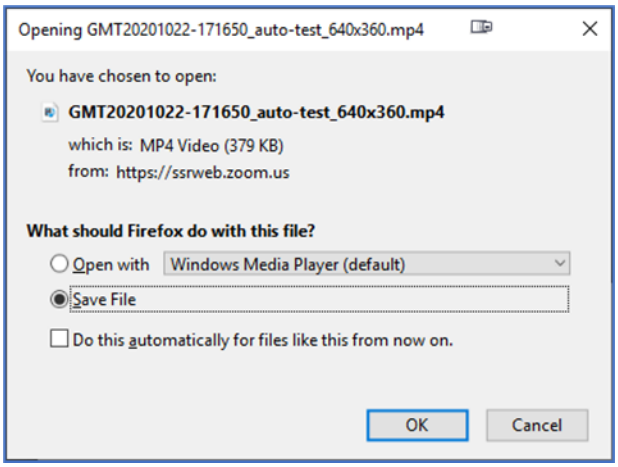
8. **Type** or **paste** Passcode in text block and **click** Access Recording button.



9. **Click** the download link.



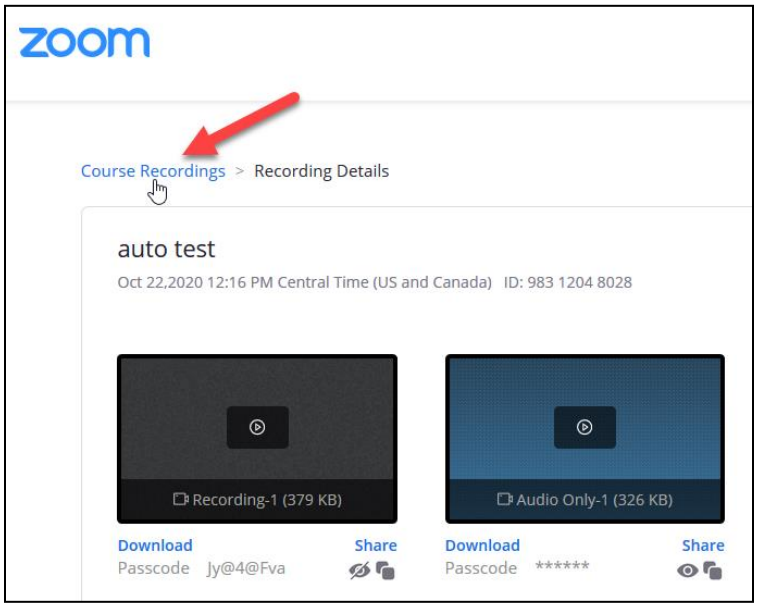
10. Click OK to save file to computer (by default it will save to your Downloads folder).



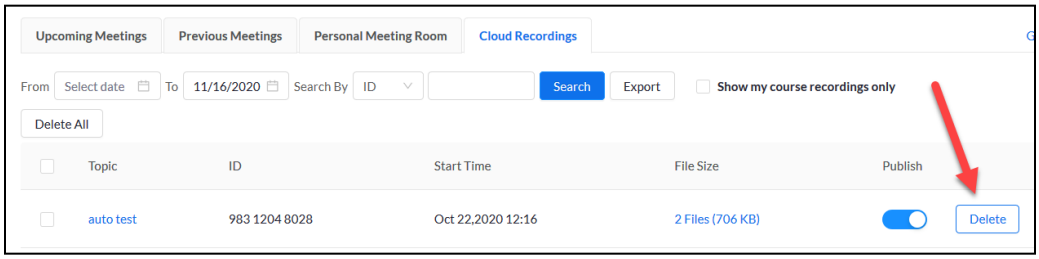
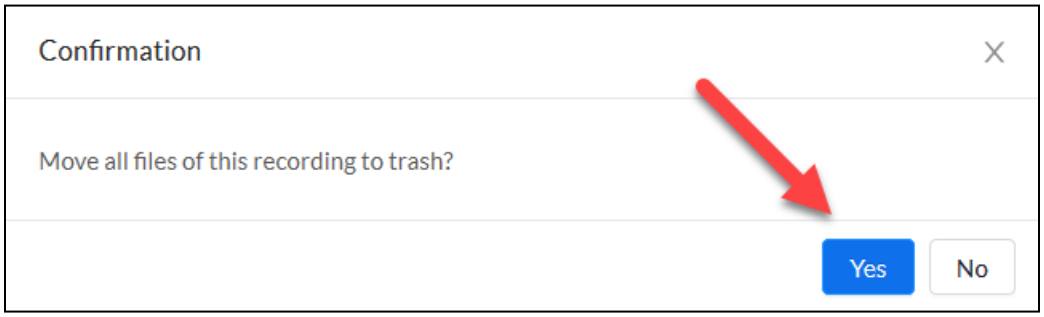
11. Once downloaded it can now be added to your MyMediasite. Please follow instructions on how to: [Create a MyMediasite account, add video and embed].

Confirm the download by going to Downloads folder or any location you chose to download to and make sure you see the video icon or title. To make sure it plays, double click on title and it should open in Windows Media Player or default player on your machine.

12. Once video has been downloaded, **delete** the recording from the cloud by **clicking** on the Course Recording link to return to the Zoom Meeting list. Please note, once you delete you cannot retrieve it, so verify the video has been properly downloaded to your computer.



13. Click the Delete button.



14. Click the Yes button.