



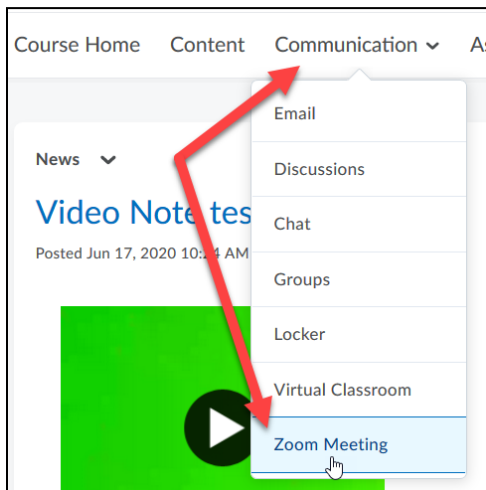
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## How to Export & Delete D2L Zoom Meetings

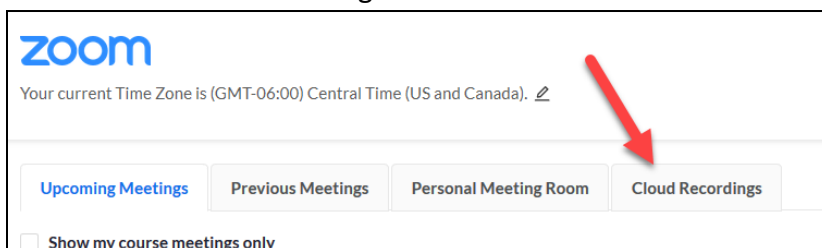
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If you recorded a Zoom meeting during the semester and want to keep it (archive) you will need to do the following **at the end of each semester**:

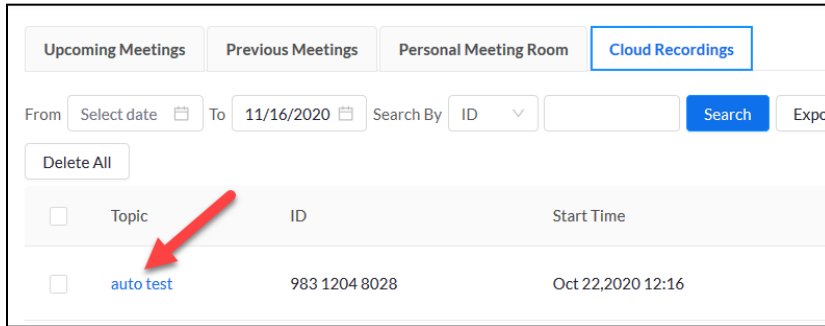
- download recording
  - upload into MyMediasite
  - delete recording
1. Log into D2L using BC credentials at <https://online.brazosport.edu>.
  2. Enter your course, go to Communications and **click** Zoom Meeting.



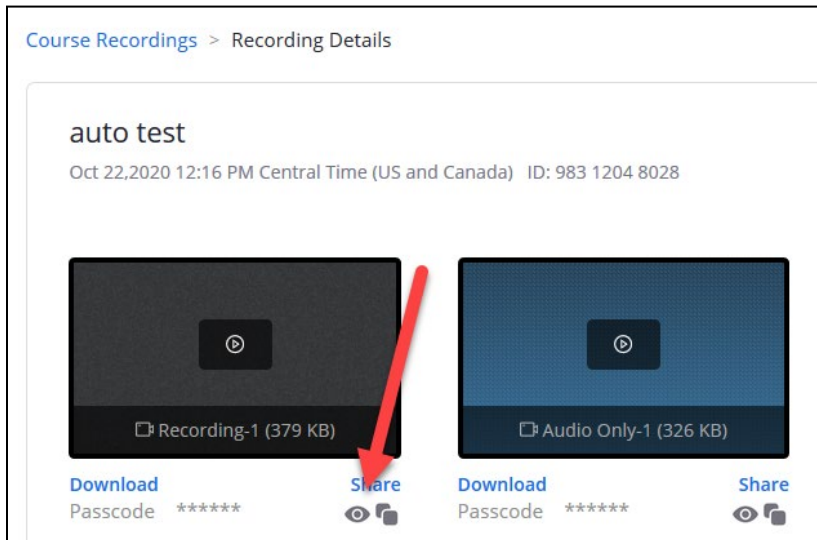
3. Click on Cloud Recordings tab.



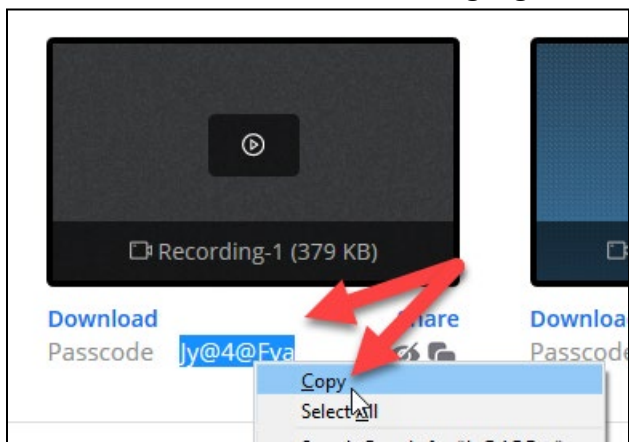
4. Click on title of recording.



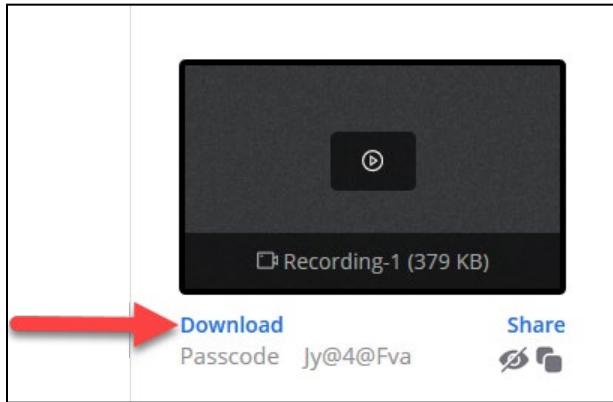
5. Click the eyeball icon under the "Recording" image.



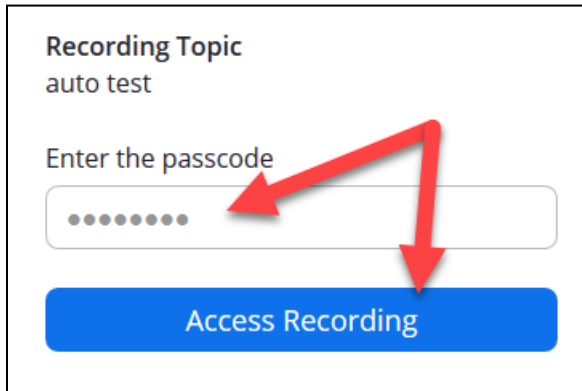
6. Write down OR use mouse to highlight code, then right click and select to copy.



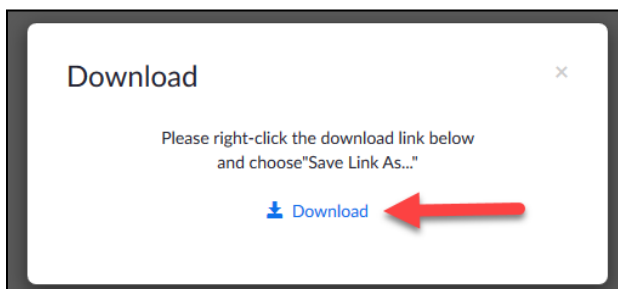
7. Click the download link.



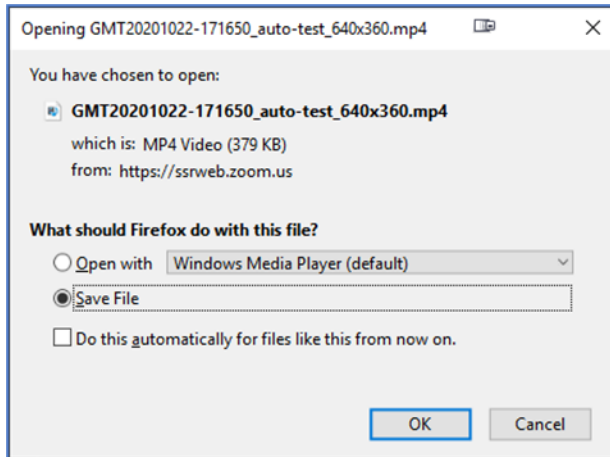
8. Type or paste Passcode in text block and click Access Recording button.



9. Click the download link.



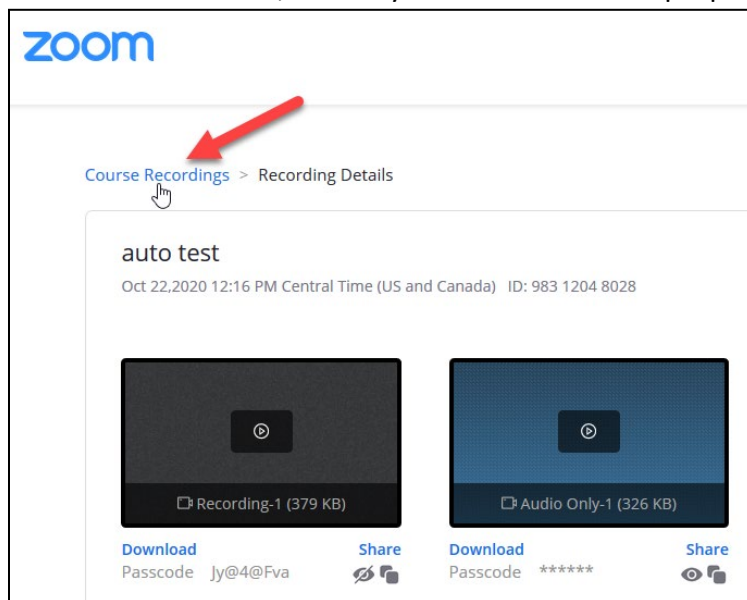
10. Click OK to save file to computer (by default it will save to your Downloads folder).



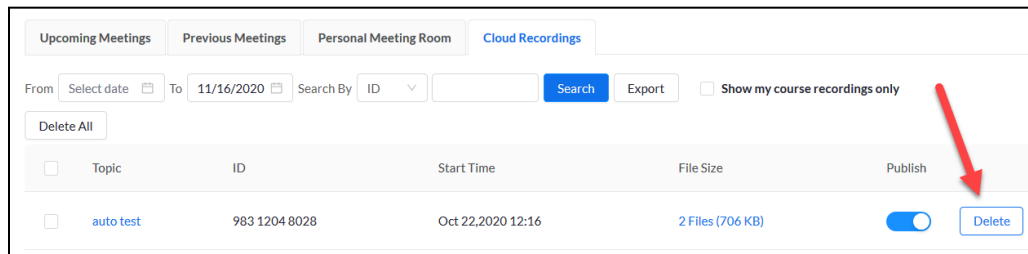
11. Once downloaded it can now be added to your MyMediasite. Please follow instructions on how to: [Create a MyMediasite account, add video and embed.](#)

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.



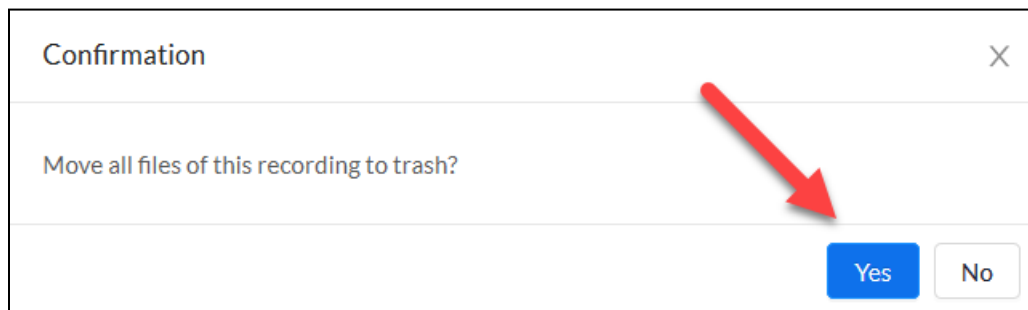
**13. Click the Delete button.**



The screenshot shows a web interface with tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. Below the tabs is a search bar with 'From' and 'To' date pickers, a 'Search By' dropdown set to 'ID', a search input field, and 'Search' and 'Export' buttons. A checkbox labeled 'Show my course recordings only' is also present. Below the search bar is a 'Delete All' button. The main content is a table with columns: 'Topic', 'ID', 'Start Time', 'File Size', and 'Publish'. A red arrow points to the 'Delete' button in the 'Publish' column of the first row.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
<input type="checkbox"/>	auto test	983 1204 8028	Oct 22,2020 12:16	2 Files (706 KB)	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

**14. Click the Yes button.**



The screenshot shows a 'Confirmation' dialog box with a close button (X) in the top right corner. The main text asks 'Move all files of this recording to trash?'. At the bottom right, there are two buttons: 'Yes' (highlighted by a red arrow) and 'No'.