



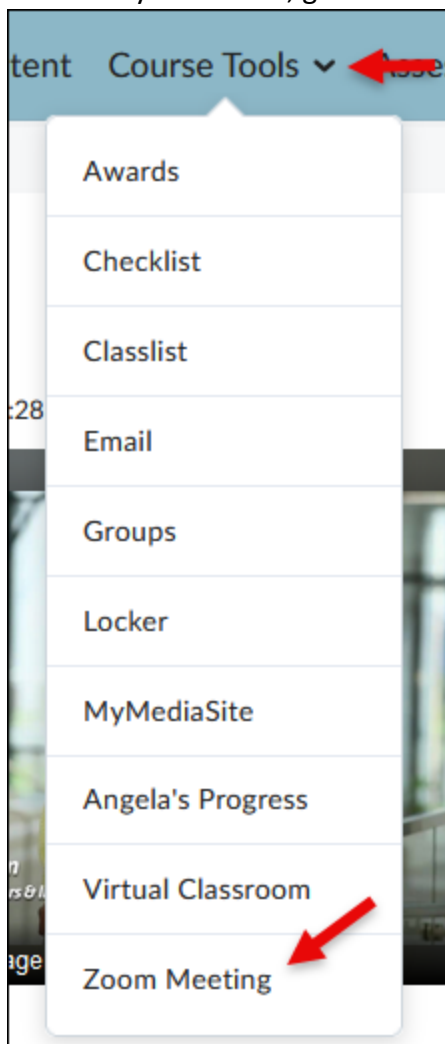
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## How to Export & Delete D2L Zoom Meetings

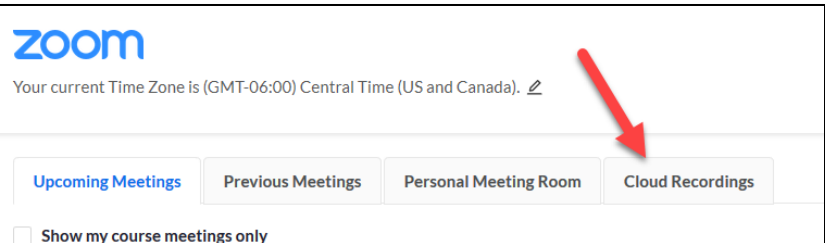
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If you recorded a Zoom meeting during the semester and want to keep it (archive) you will need to do the following **at the end of each semester**:

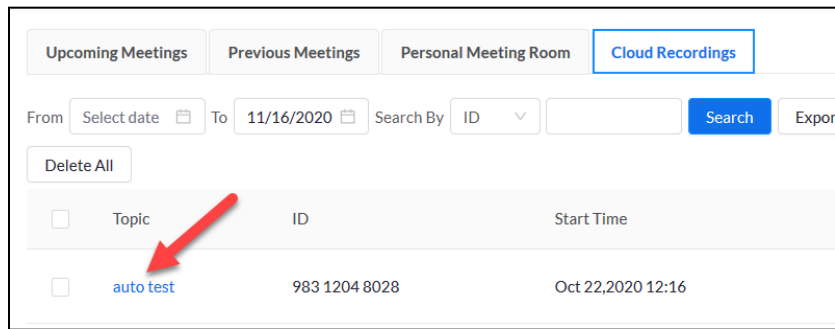
- download recording
  - upload into MyMediasite
  - delete recording
1. Log into D2L using BC credentials at <https://online.brazosport.edu>.
  2. Enter your course, go to Course Tools and **click** Zoom Meeting.



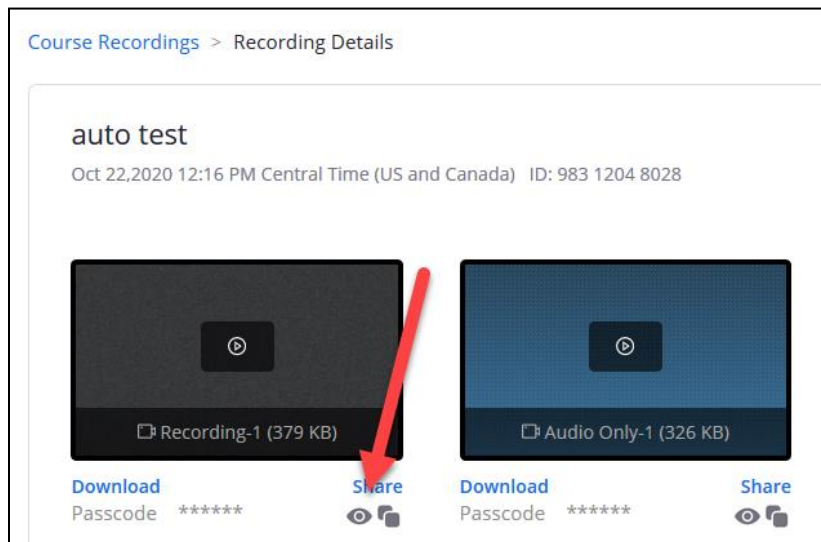
3. **Click** on Cloud Recordings tab.



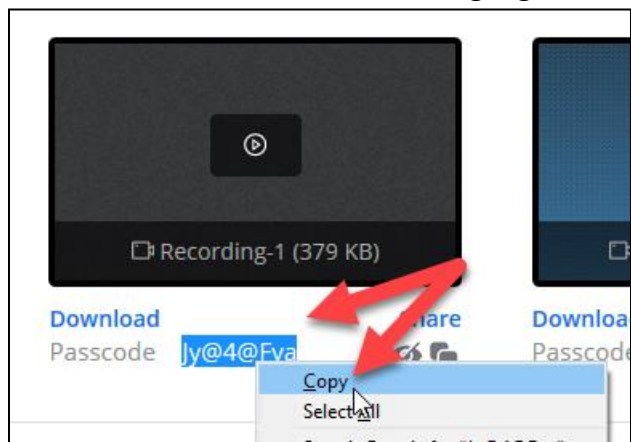
4. Click on title of recording.



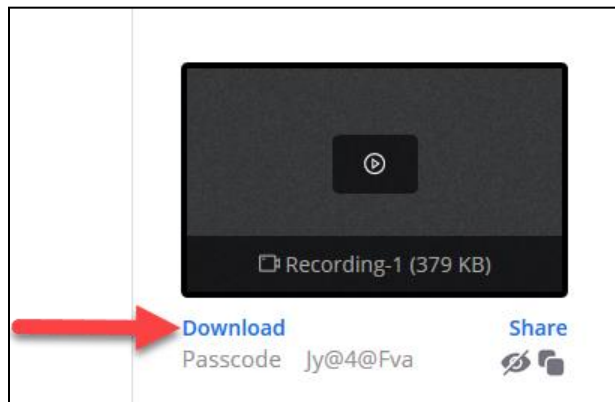
5. Click the eyeball icon under the “Recording” image.



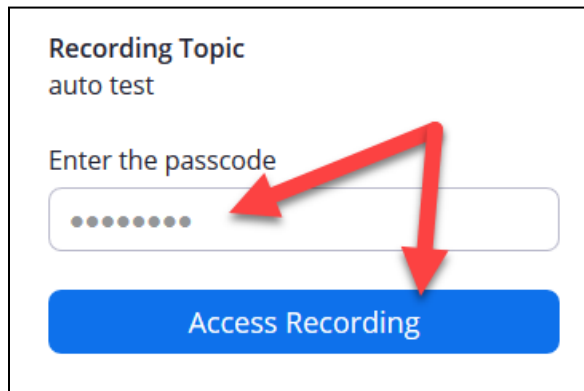
6. Write down OR use mouse to **highlight** code, then **right click** and **select** to copy.



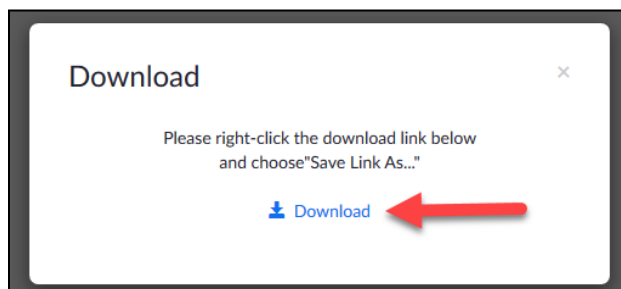
7. Click the download link.



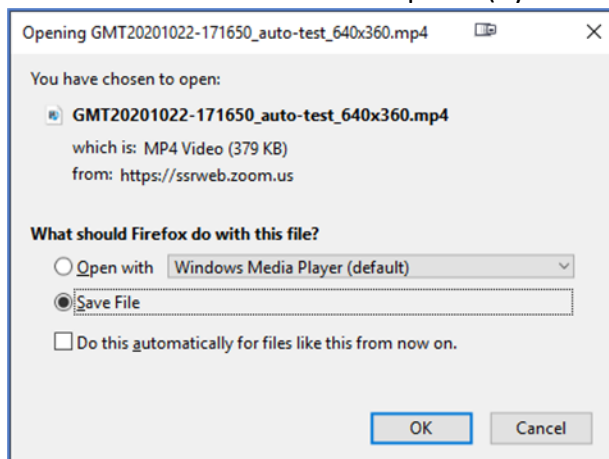
8. Type or paste Passcode in text block and click Access Recording button.



9. Click the download link.



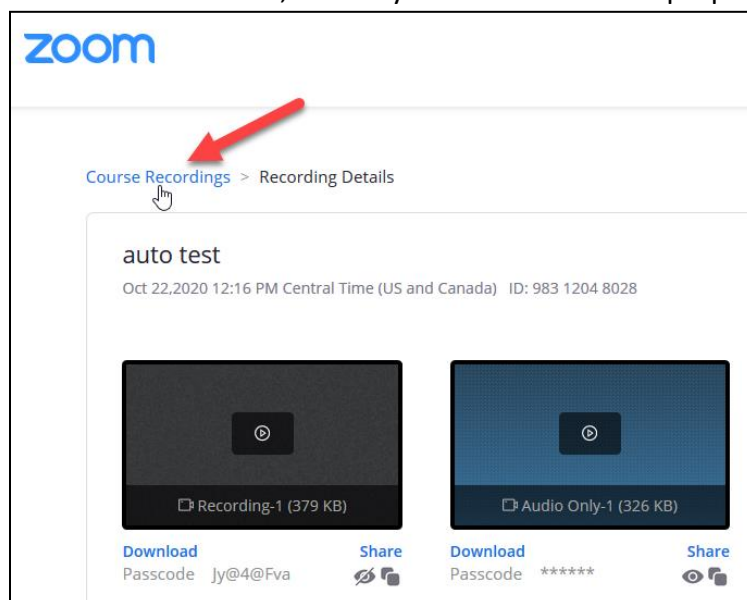
10. Click OK to save file to computer (by default it will save to your Downloads folder).



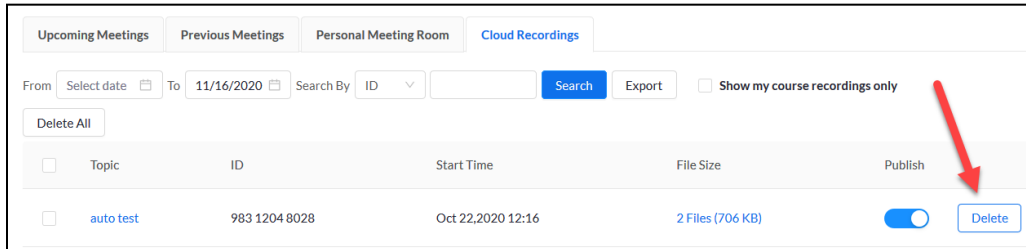
11. Once downloaded it can now be added to your MyMediasite. Please follow instructions on how to: [Create a MyMediasite account, add video and embed](#).

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.



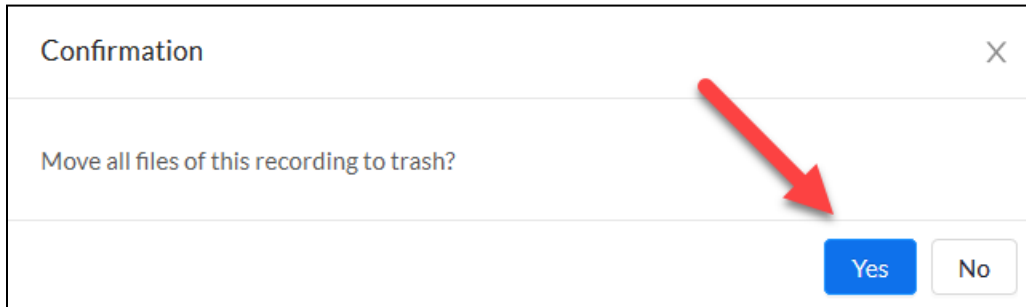
**13. Click the Delete button.**



The screenshot shows the 'Cloud Recordings' tab in a software interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. Below these are filters for 'From' (Select date), 'To' (11/16/2020), 'Search By' (ID), and a 'Search' button. There is also an 'Export' button and a checkbox for 'Show my course recordings only'. A 'Delete All' button is located on the left. Below the filters is a table with columns: 'Topic', 'ID', 'Start Time', 'File Size', and 'Publish'. The table contains one row with the following data: 'auto test', '983 1204 8028', 'Oct 22,2020 12:16', '2 Files (706 KB)', and a toggle switch for 'Publish'. A red arrow points to the 'Delete' button located to the right of the 'Publish' toggle.

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

**14. Click the Yes button.**



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