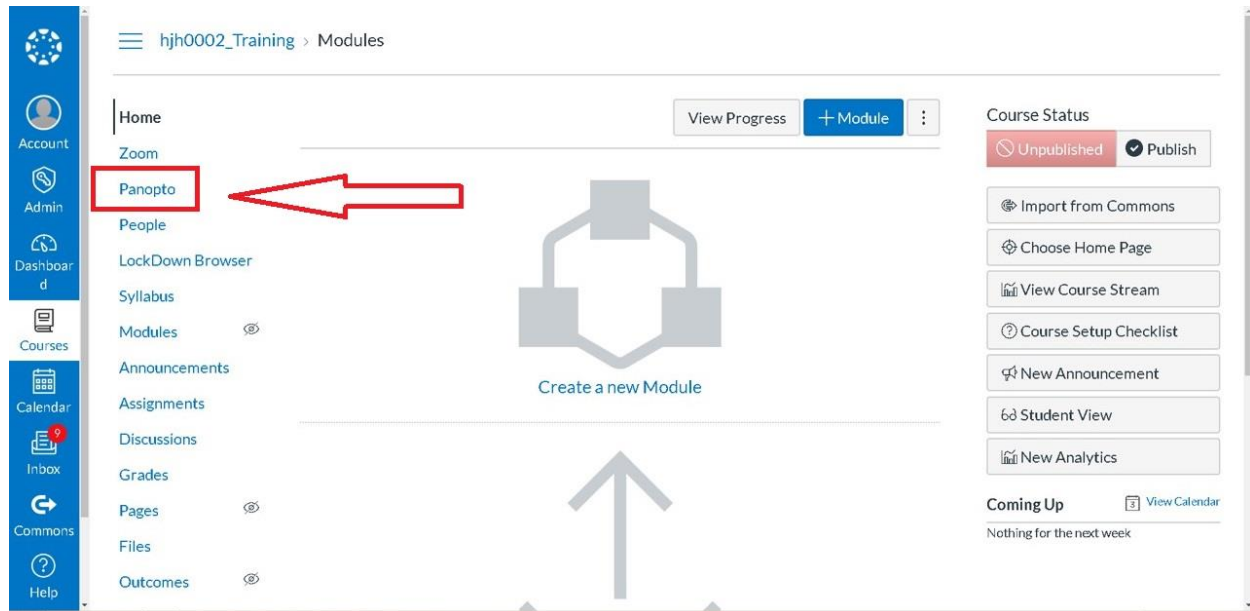
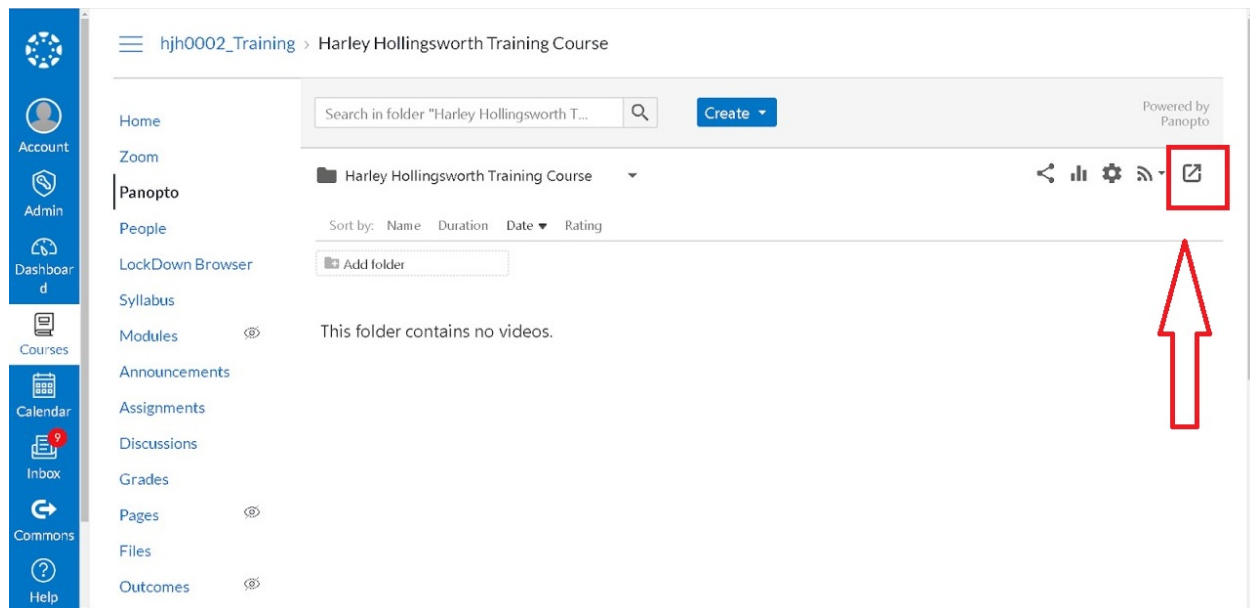


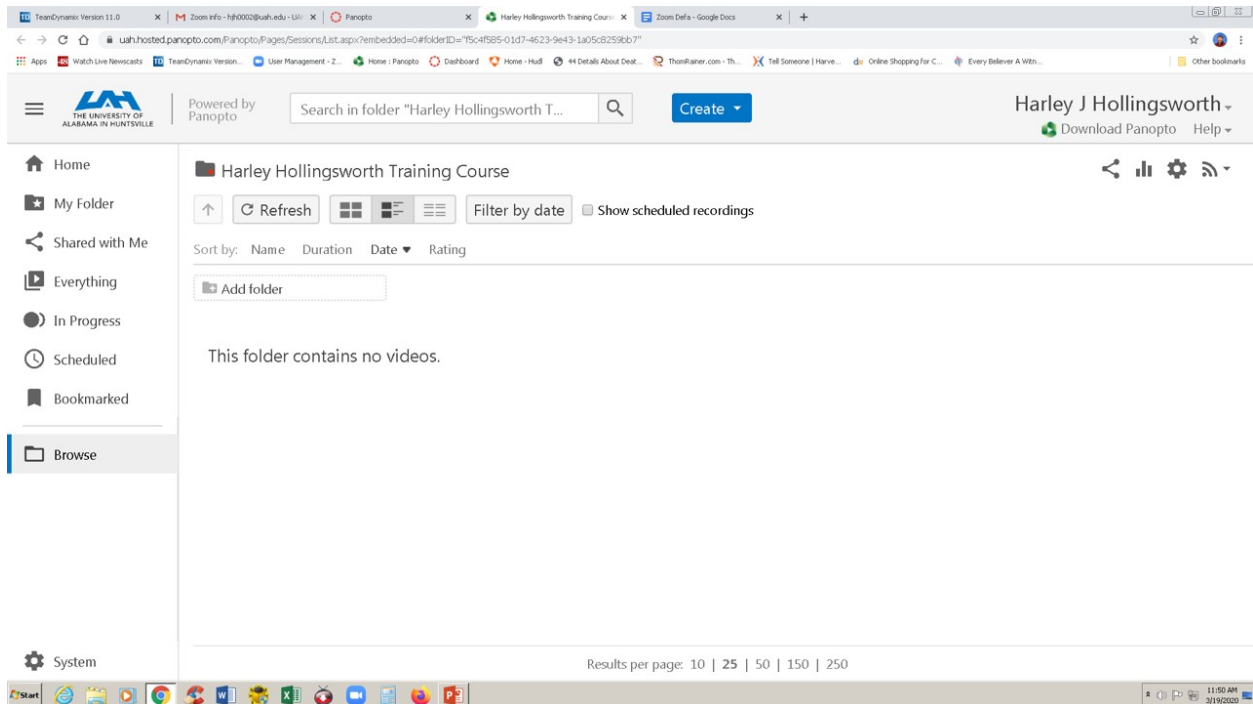
1. Open your Canvas course.
2. Select Panopto in the left hand navigation menu. If Panopto is not enabled in your course, [click here for instructions](#).



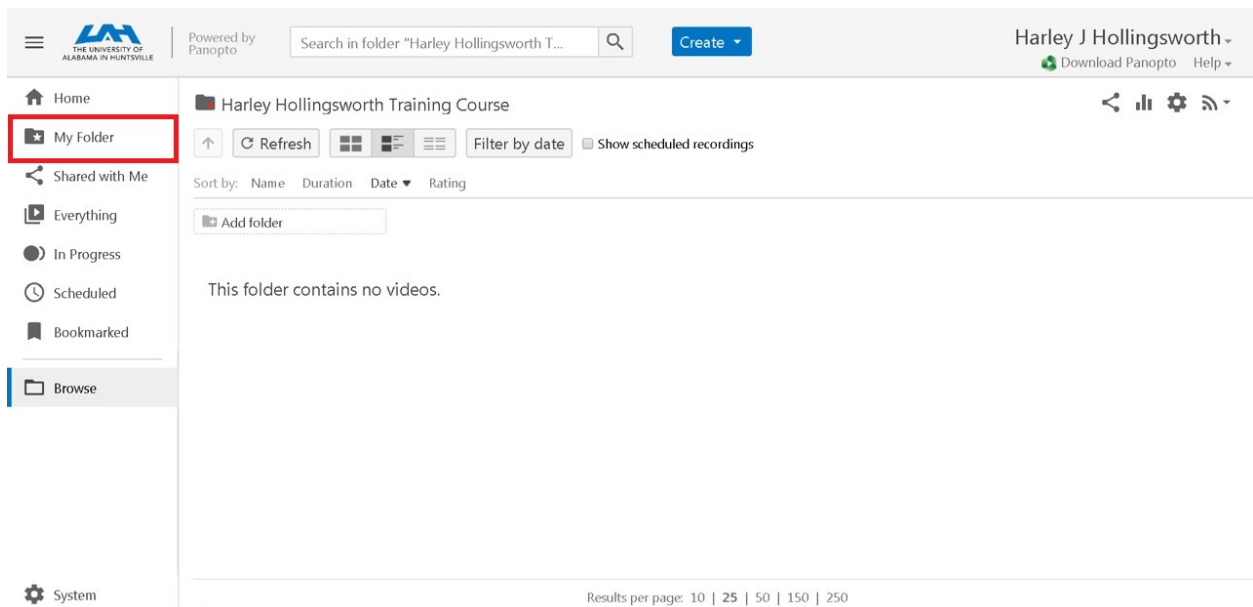
3. Select "Open in Panopto" located in the upper right hand corner.



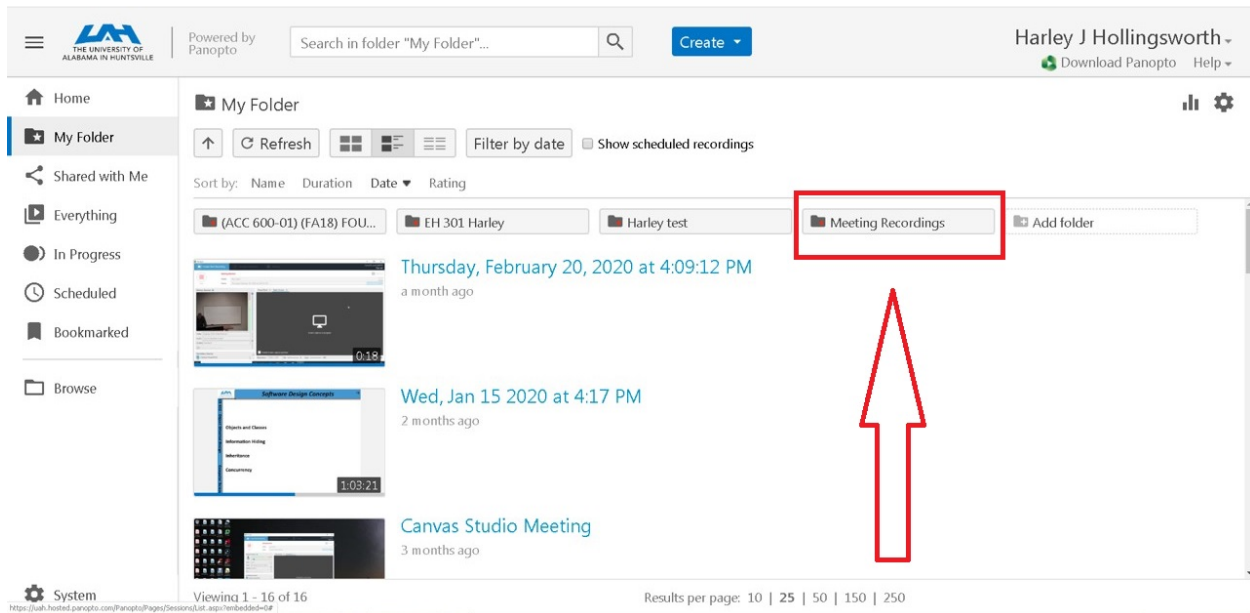
4. This will open Panopto in a Web Browser window.



5. Select “My Folder” Located on the left hand side of the window.



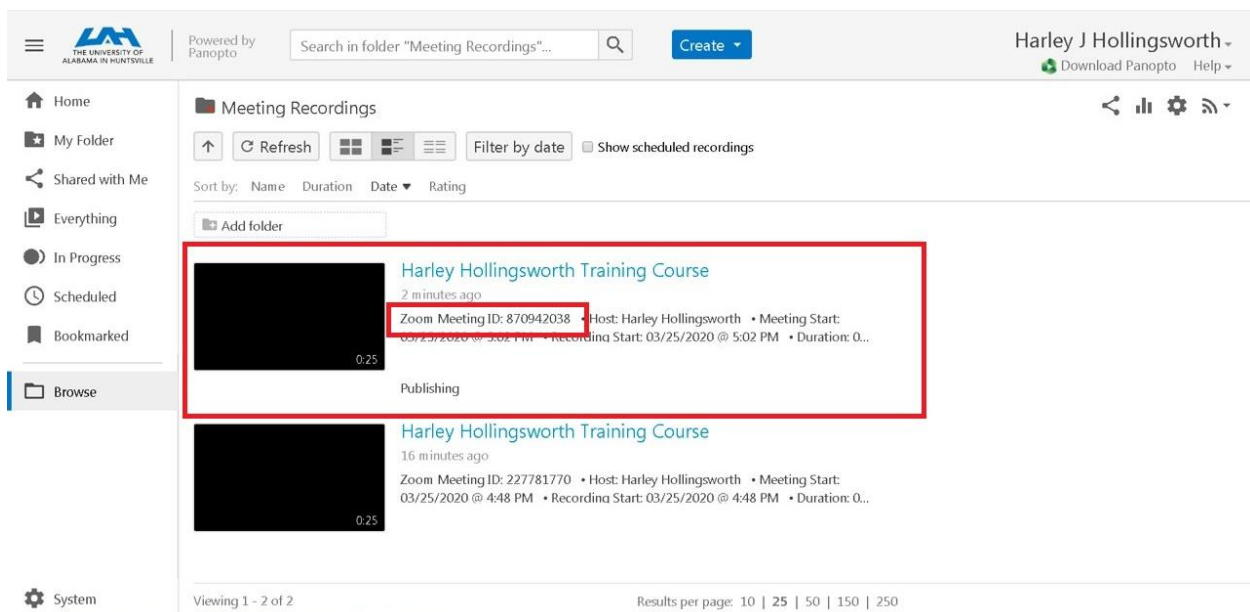
6. Here you will see a sub-folder named “Meeting Recordings”, select this folder.



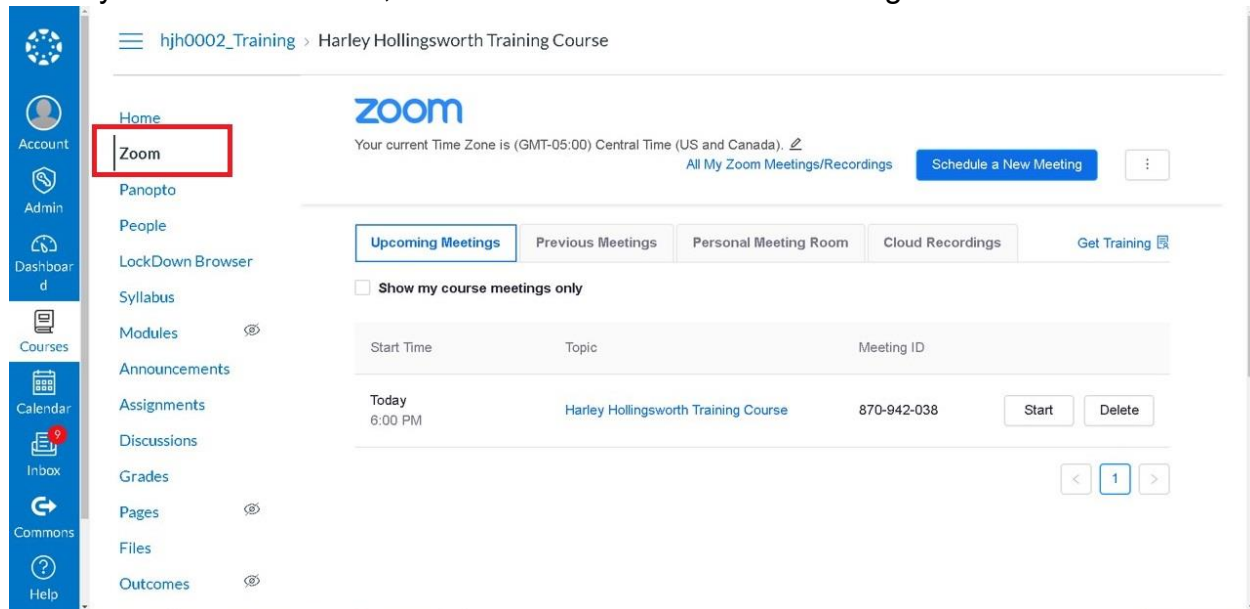
7. Here you will see the meeting recordings that you have made using Zoom in the Canvas class.

8. Take note of the Zoom Meeting ID number that you wish to delete from Zoom Cloud Recordings.

9. Go back into your Canvas Course.

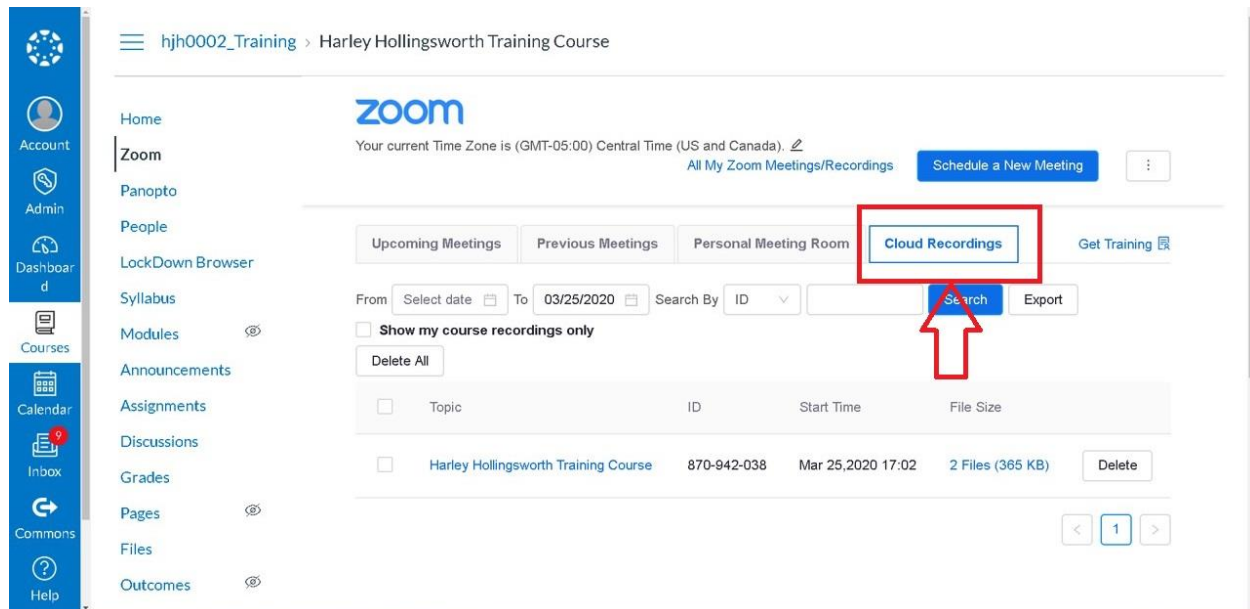


10. In your Canvas course, select “Zoom” in the left hand navigation menu.



The screenshot shows the Zoom interface within a Canvas course. The left-hand navigation menu is visible, with the 'Zoom' option highlighted by a red box. The main content area displays the Zoom logo, the current time zone (GMT-05:00 Central Time), and a 'Schedule a New Meeting' button. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', 'Cloud Recordings', and 'Get Training'. The 'Upcoming Meetings' tab is active, showing a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A single meeting is listed for 'Today 6:00 PM' with the topic 'Harley Hollingsworth Training Course' and meeting ID '870-942-038'. There are 'Start' and 'Delete' buttons for this meeting.

11. Select “Cloud Recordings”.



The screenshot shows the Zoom interface within a Canvas course. The left-hand navigation menu is visible, with the 'Zoom' option highlighted by a red box. The main content area displays the Zoom logo, the current time zone (GMT-05:00 Central Time), and a 'Schedule a New Meeting' button. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', 'Cloud Recordings', and 'Get Training'. The 'Cloud Recordings' tab is selected and highlighted by a red box. Below the tabs, there are search filters: 'From' (Select date), 'To' (03/25/2020), 'Search By' (ID), and a 'Search' button. A red arrow points to the 'Search' button. There is also an 'Export' button. Below the search filters, there is a 'Delete All' button. The main content area displays a table with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. A single recording is listed for 'Harley Hollingsworth Training Course' with ID '870-942-038', start time 'Mar 25, 2020 17:02', and file size '2 Files (365 KB)'. There is a 'Delete' button for this recording.

12. Locate the meeting you wish to delete using the Meeting ID number from Panopto.
13. Select “Delete” to delete the recording from the cloud.

The screenshot shows the Zoom Cloud Recordings interface. The left sidebar contains navigation links: Home, Zoom, Panopto, People, LockDown Browser, Syllabus, Modules, Announcements, Assignments, Discussions, Grades, Pages, Files, and Outcomes. The main content area displays a list of recordings under the 'Cloud Recordings' tab. The table has columns for Topic, ID, Start Time, and File Size. A red box highlights the meeting ID '870-942-038' and the 'Delete' button. A red arrow points to the 'Delete' button.

Topic	ID	Start Time	File Size
Harley Hollingsworth Training Course	870-942-038	Mar 25, 2020 17:02	2 Files (365 KB)