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.

11. Select “Cloud Recordings”.
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.