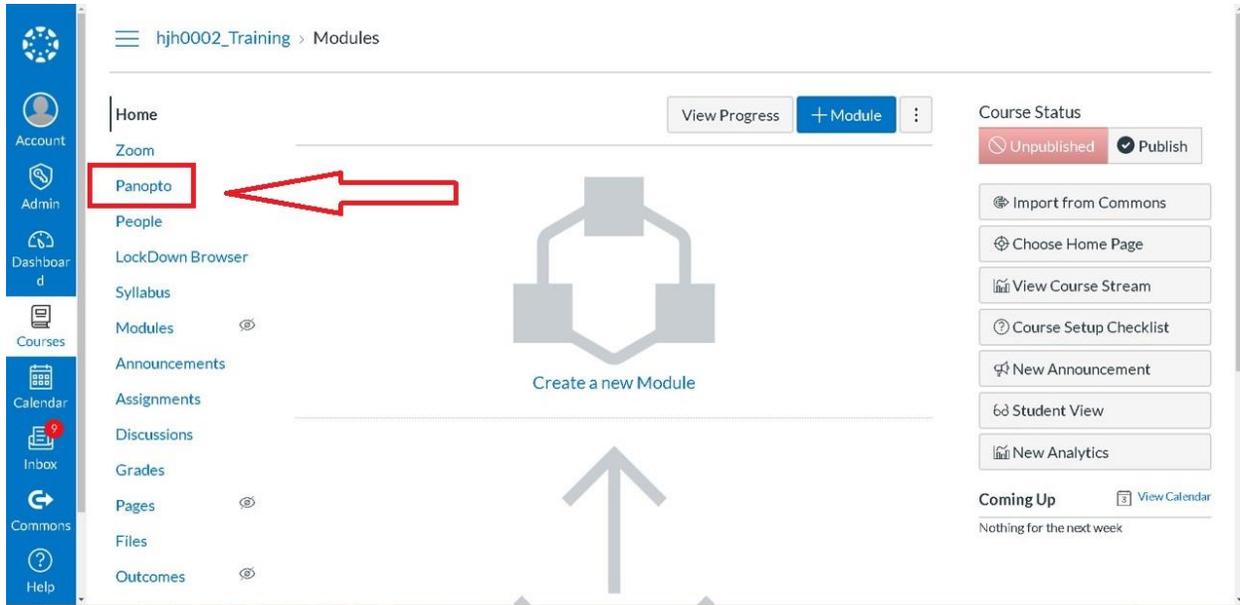
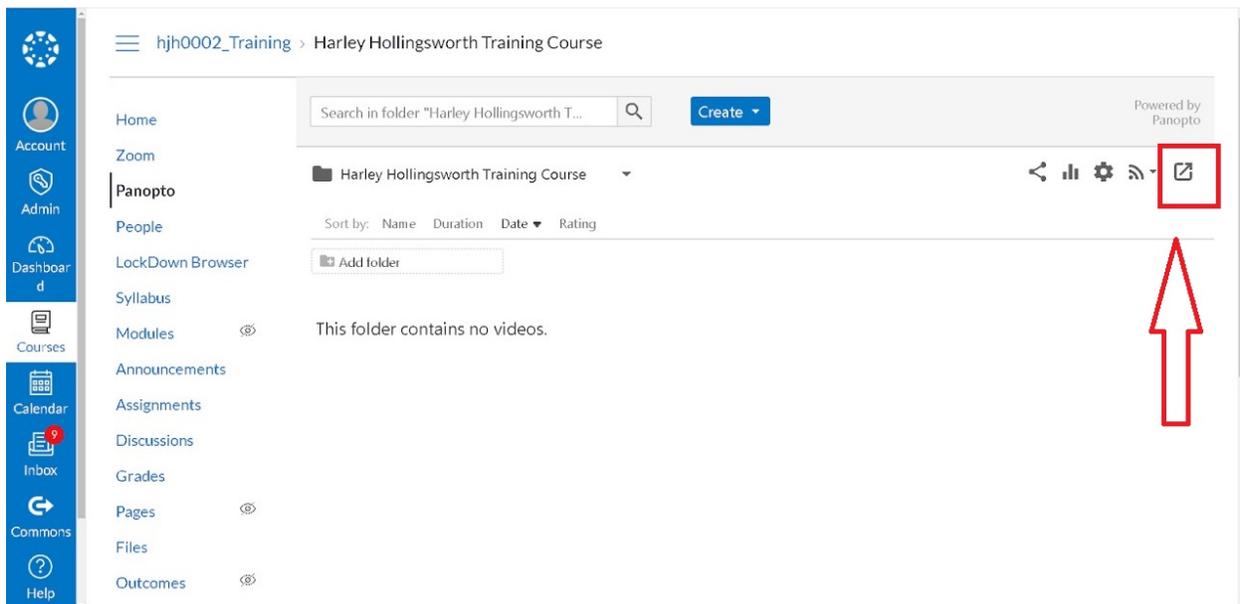


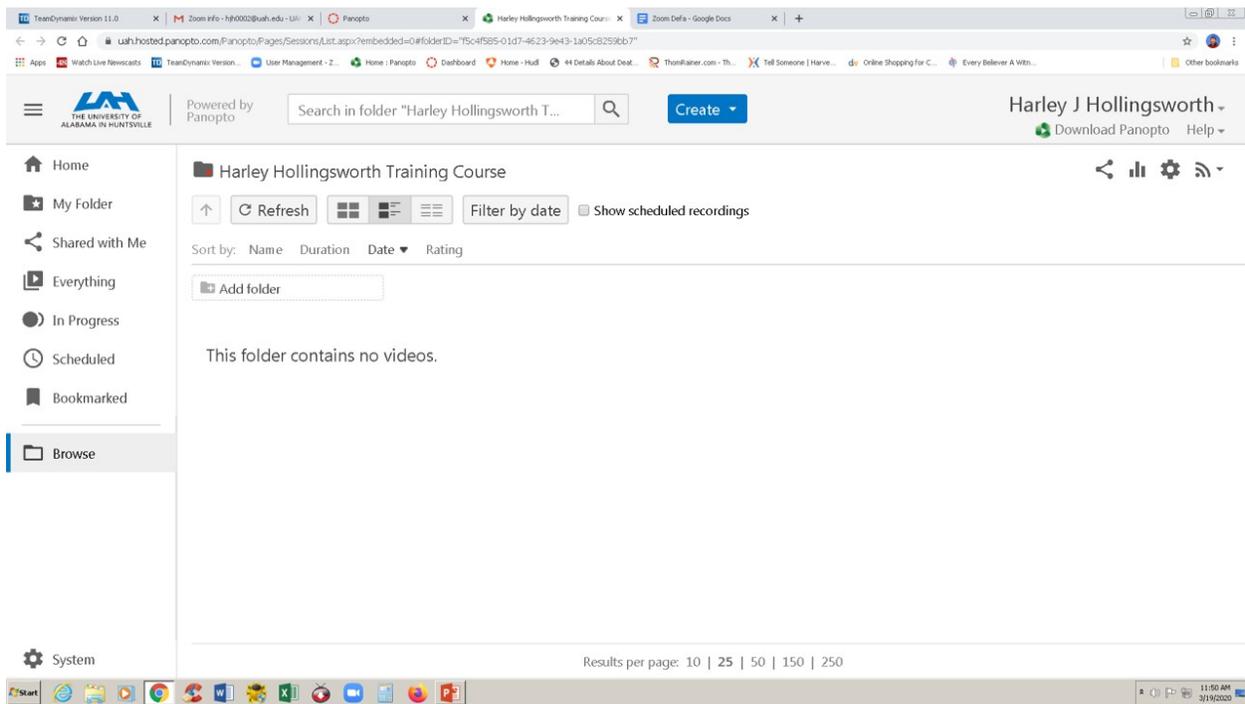
1. Open your Canvas course.
2. Select Panopto in the left hand navigation menu. If Panopto is not enabled in your course, [click here for instructions](#).



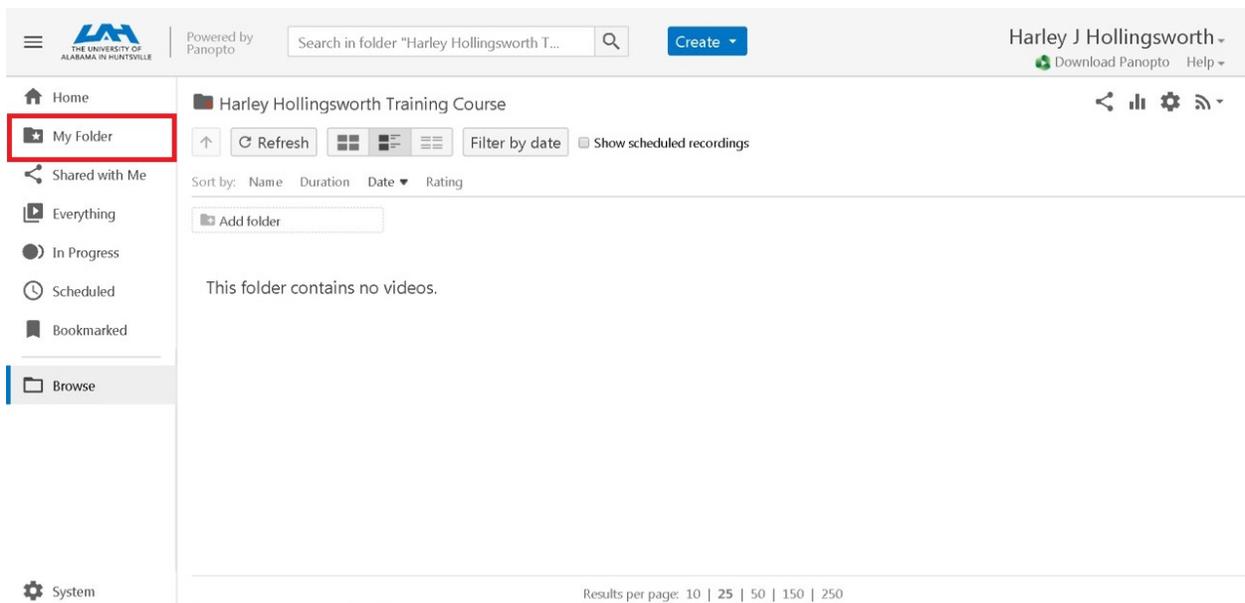
3. Select "Open in Panopto" located in the upper right hand corner.



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.

The screenshot shows the Panopto interface for a user named Harley J Hollingsworth. The main content area displays a folder named "My Folder" containing several sub-folders: "(ACC 600-01) (FA18) FOU...", "EH 301 Harley", "Harley test", and "Meeting Recordings". The "Meeting Recordings" folder is highlighted with a red rectangular box. A large red arrow points upwards from below the box towards the "Meeting Recordings" folder. Below the folder list, there are three video thumbnails with titles and dates: "Thursday, February 20, 2020 at 4:09:12 PM", "Wed, Jan 15 2020 at 4:17 PM", and "Canvas Studio Meeting". The interface includes a search bar, a "Create" button, and a sidebar with navigation options like "Home", "My Folder", "Shared with Me", "Everything", "In Progress", "Scheduled", "Bookmarked", and "Browse".

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.

The screenshot shows the Panopto interface for the same user, Harley J Hollingsworth, but now viewing the "Meeting Recordings" folder. The folder contains two video recordings. The first recording is titled "Harley Hollingsworth Training Course" and was recorded 2 minutes ago. Its details include "Zoom Meeting ID: 870942038", "Host: Harley Hollingsworth", "Meeting Start: 03/25/2020 @ 5:02 PM", "Recording Start: 03/25/2020 @ 5:02 PM", and "Duration: 0...". The Zoom Meeting ID "870942038" is highlighted with a red rectangular box. The second recording is also titled "Harley Hollingsworth Training Course" and was recorded 16 minutes ago. Its details include "Zoom Meeting ID: 227781770", "Host: Harley Hollingsworth", "Meeting Start: 03/25/2020 @ 4:48 PM", "Recording Start: 03/25/2020 @ 4:48 PM", and "Duration: 0...". The interface includes a search bar, a "Create" button, and a sidebar with navigation options like "Home", "My Folder", "Shared with Me", "Everything", "In Progress", "Scheduled", "Bookmarked", and "Browse".

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

hjh0002_Training > Harley Hollingsworth Training Course

Home
Zoom
Panopto
People
LockDown Browser
Syllabus
Modules
Announcements
Assignments
Discussions
Grades
Pages
Files
Outcomes

zoom
Your current Time Zone is (GMT-05:00) Central Time (US and Canada).
All My Zoom Meetings/Recordings [Schedule a New Meeting](#)

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings Get Training

Show my course meetings only

Start Time	Topic	Meeting ID		
Today 6:00 PM	Harley Hollingsworth Training Course	870-942-038	Start	Delete

< 1 >

11. Select “Cloud Recordings”.

hjh0002_Training > Harley Hollingsworth Training Course

Home
Zoom
Panopto
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zoom
Your current Time Zone is (GMT-05:00) Central Time (US and Canada).
All My Zoom Meetings/Recordings [Schedule a New Meeting](#)

Cloud Recordings Upcoming Meetings Previous Meetings Personal Meeting Room Get Training

From To Search By [Search](#) [Export](#)

Show my course recordings only
[Delete All](#)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Harley Hollingsworth Training Course	870-942-038	Mar 25, 2020 17:02	2 Files (365 KB)	Delete

< 1 >

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 options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area displays the Zoom logo and the current time zone (GMT-05:00 Central Time). Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. The 'Cloud Recordings' tab is active, showing a search interface with filters for 'From', 'To', and 'Search By'. A table of recordings is displayed below the search filters, with one recording highlighted. The recording has a topic of 'Harley Hollingsworth Training Course', an ID of '870-942-038', a start time of 'Mar 25, 2020 17:02', and a file size of '2 Files (365 KB)'. A 'Delete' button is visible next to the recording. Red arrows and boxes highlight the ID and 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)	Delete