



# Downloading Zoom Cloud Recordings (Faculty)

Zoom recordings are deleted as per the retention schedule below and are not retrievable. Therefore, please make sure to download any recordings you would like to save.

## Zoom Retention Schedule: Spring 2021 and Future Terms

Term	Deletion Date
Wintermester, Spring	June 1
Maymester, Summer I and II	November 1
Fall	March 1

## Downloading Cloud Recordings via Canvas

1. Open Zoom in your course. Click on the **Cloud Recordings** tab.

The screenshot shows the Zoom web interface. On the left is a navigation menu with items like Home, Announcements, Assignments, Zoom, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, and Rubrics. The main area is titled 'zoom' and shows 'Your current Time Zone is (GMT-05:00) Central Time (US and Canada)'. There are buttons for 'All My Zoom Meetings/Recordings', 'Schedule a New Meeting', and 'Get Training'. Below this are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (which is selected and has a red circle around it). There are search filters for 'From', 'To', and 'Search By'. A 'Search' button is present. Below the filters is a 'Delete All' button and a table of recordings. The table has columns for 'Topic', 'ID', 'Start Time', and 'File Size'. One recording is listed: 'Chapter 10 Lecture' with ID '948 6250 2863', Start Time 'Mar 30,2021 16:04', and File Size '2 Files (196 KB)'. A 'Delete' button is next to the recording. At the bottom right, there are navigation arrows and a page number '1'.

2. Click on the name of the Zoom recording that you would like to download.

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](#)

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"/>	Chapter 10 Lecture	948 6250 2863	Mar 30,2021 16:04	2 Files (196 KB)	<a href="#">Delete</a>

< 1 >

3. Click on **Download** under the type of recording you would like to save.

1: Video of the recording (includes audio)

2: Audio of the recording (does not include video)

Course Recordings > Recording Details

### Chapter 10 Lecture

Mar 30,2021 4:04 PM Central Time (US and Canada) ID: 948 6250 2863

**1**

Recording-1 (107 KB)

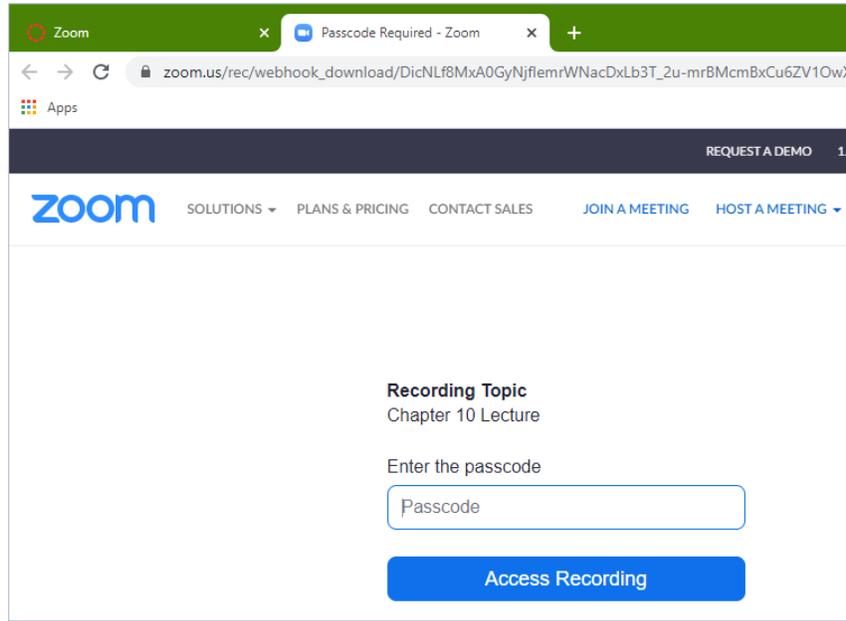
[Download](#) [Share](#)

**2**

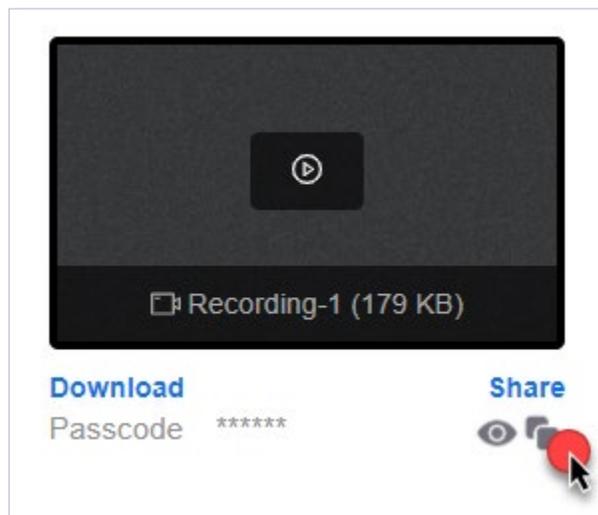
Audio Only-1 (89 KB)

[Download](#) [Share](#)

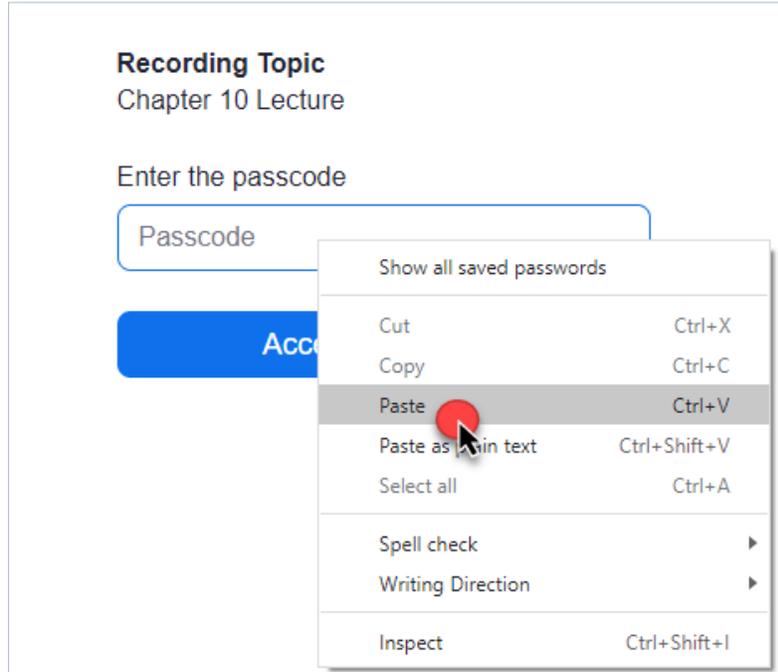
4. A new tab will open in your browser that will ask for a passcode.



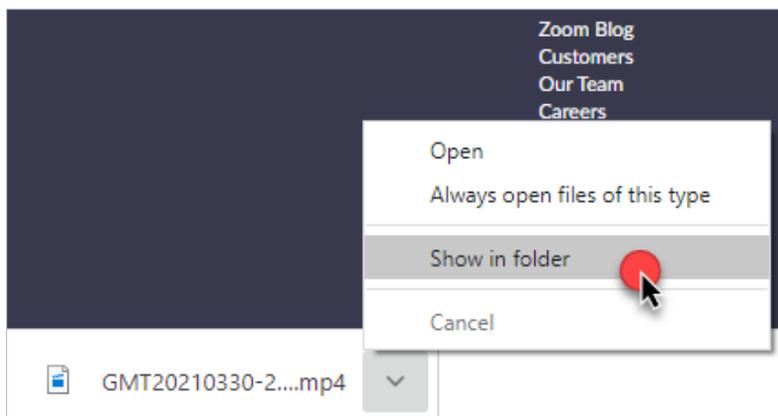
5. On the first tab (Canvas), click on the **Copy Passcode to Clipboard** icon.



6. Return to the **Password Required** tab. To enter the passcode, right click in the text area and select **Paste**. Then, press Enter on the keyboard or click on **Access Recording**.



7. You will see your download at the bottom of your browser window. Click on the arrow to the right of the file name and then select **Show in folder** to locate your download.



Technical Support for Zoom:

Submit a ticket: <https://ehelpdesk.laredo.edu>