Accessing Zoom Recordings in D2L

<table>
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<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tr>
<td>1.0</td>
<td>3/16/2020</td>
<td>Original guide</td>
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- Log into your D2L and open your course.
- Click on the UA Tools Health Sciences menu on the top toolbar and select Zoom for Instructors UAHS.

- Click on the “Cloud Recordings” tab.
Click on the hyperlinked topic name for your meeting.

Your recording will appear. Select the “Share” option.

A pop-up window will appear. Select “Copy” to copy the link to your recording. You will see a pop-up that says “Copied to clipboard.”
Click “Cancel” to close out of the pop-up window.

Navigate to your announcements section and create a new announcement.

a. Write your text. Use your preferred “Paste” option (right click on your mouse and paste or Control + P) to paste in the link information you copied. You will see the link in your announcement. Select any options you want for announcement availability. Finally, “Publish” your announcement.

Note, all recordings will delete after 90 days.