How to Retrieve a Deleted File or Resource?

This document provides step-by-step directions on how to restore a deleted file or resource in the course.

Note: you may only restore deleted items within 7 days from the time of its deletion.

 From the course menu, click More and select Recycle bin. Note: you can only access the Recycle bin when you have deleted course files and it is within a 7-day period following the deletion. You may also experience a delay from the time an item is deleted to when it appears in the Recycle bin.

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2. The next page will display all course resources that have been deleted within the previous 7 days. To restore any item to its original location within the course, click the up-arrow button to the right of the item under the **Restore** column. Note: depending on the resource, this restore process may take a few moments.

contents will be permanently deleted after 1 day.			
ctivity	Date deleted	Restore	Delete
Chapter Supplemental File	Tuesday, November 28, 2023, 2:02 PM	0	-
3 Midterm	Tuesday, November 28, 2023, 2:32 PM	0	•

3. When the system has completed the restore process you will receive a confirmation page and then be able to find and access the restored item in its original location prior to deletion.

