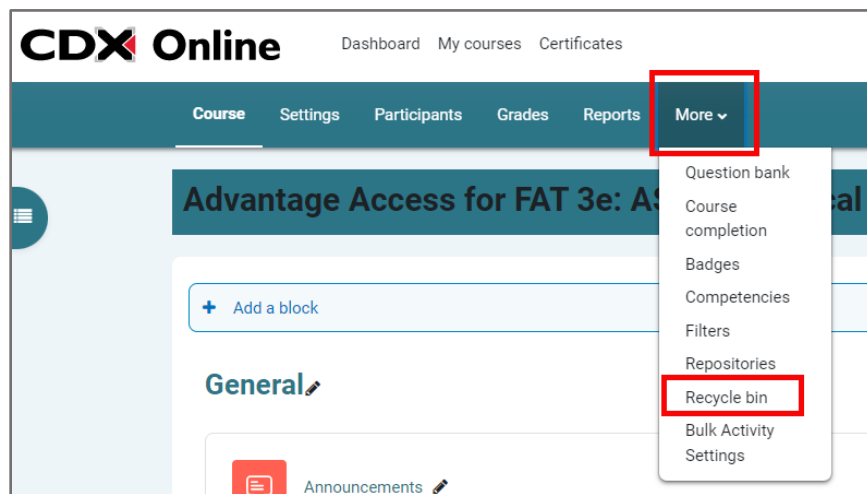# How to Retrieve a Deleted File or Resource?
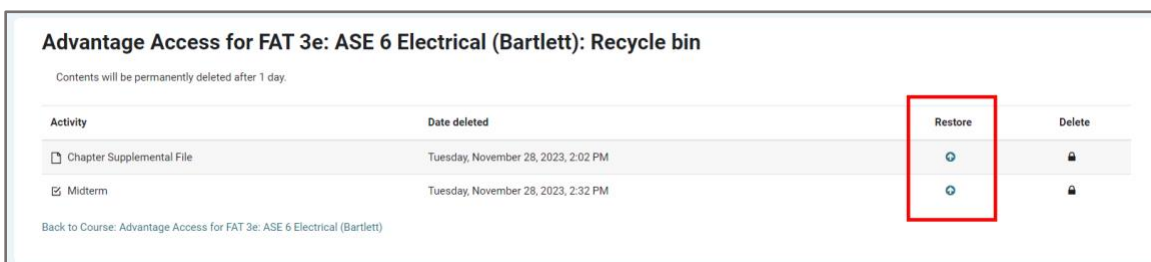
This document provides step-by-step directions on how to restore a deleted file or resource in the course.
Note: you may only restore deleted items within 7 days from the time of its deletion.

1. 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.

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.

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.