How to Retrieve a Deleted File or Resource

This document provides directions for how to retrieve a deleted file or resource in a course. Please note, you may only restore deleted items in a course within 7 days of the time of its deletion.

1. On the course homepage, begin by clicking on **Actions** button in the course-naming banner at the top of the page. From the resulting dropdown menu, select **Recycle bin**. Please 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 slight delay from the time an item is deleted to when it appears in the Recycle bin.
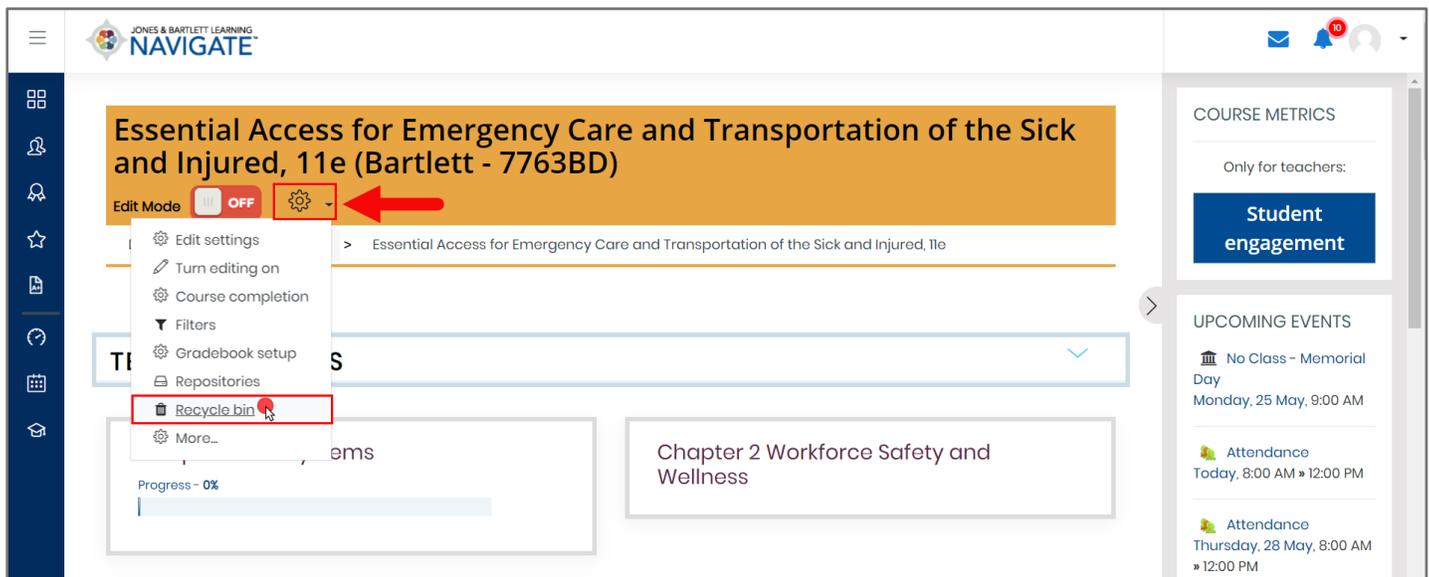
2. The **Recycle bin** page displays a table of all course resources that have been deleted within the previous 7 days. To restore any item listed to its original location within the course, click the **up-arrow** button to the right of the item under the **Restore** column. Please note, depending on the size of item, the restore process may take a few moments.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD): Recycle bin

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Contents will be permanently deleted after 7 days.

Activity	Date deleted	Restore	Delete
📄 Chapter 5 Quiz	Monday, 18 May 2020, 3:30 PM	⊙	🗑

Delete all
Back to Course: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

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

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