

Using the Recycle Bin to Recover Deleted Content

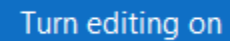
If you accidentally delete an **Activity** or **Resource** on your course, the course **Recycling bin** will store it for seven days. After that it is permanently removed from the system.

Scenario: An Accident



You decide to remove an **Activity** from the course as you feel that it will never be used again by your students.

1. Click on the **Turn editing on** button on the course page.
2. Click on the **Edit** link.



3. Click on the **Delete** option in the drop-down menu.
4. In the **Confirm** pop-up, click on the **Yes** button.

Note: The **Activity** has been removed from the course.




The next day, you realize that you want to use the activity as a unit review at the end of the term. But it is gone. What can you do? If it has been less than eight days since you deleted the **Activity** or **Resource**, you can use the courseware **Recycle bin** to retrieve the it.

Recovery

1. On the course page, click on the **Actions menu**.















- In the drop-down menu, click on the **Recycle bin** option.

 [Recycle bin](#)

LINC 3-4 (J_A): Recycle bin


Contents will be permanently deleted after 7 days.

Activity	Date deleted	Restore	Delete
 The Value of Education	Tuesday, 2 March 2021, 7:49 AM		
 Label	Tuesday, 2 March 2021, 8:09 AM		
 How To View Your ePortfolio	Tuesday, 2 March 2021, 8:09 AM		
 Browser Poll	Tuesday, 2 March 2021, 8:09 AM		

[Delete all](#)

Note: The course **Recycling bin** screen appears.










- Locate the **Activity** or **Resource** to be recovered in the list.

- Click on the **Restore** icon in the same row. 

Note: The **Activity** or **Resource** disappears from the **Recycle bin**.

LINC 3-4 (J_A): Recycle bin

Contents will be permanently deleted after 7 days.

Activity	Date deleted	Restore	Delete
 Label	Tuesday, 2 March 2021, 8:09 AM		
 How To View Your ePortfolio	Tuesday, 2 March 2021, 8:09 AM		
 Browser Poll	Tuesday, 2 March 2021, 8:09 AM		

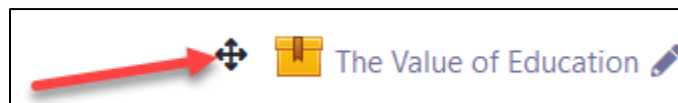
[Delete all](#)

[Back to Course: LINC 3-4 \(J_A\)](#)

- Click on the **Back to Course** link at the bottom of this screen.
Note: The **Activity** or **Resource** is returned to the bottom of its Topic/section on the course.
- Scroll to the bottom of the **Topic/section**.
- Ensure that **Editing** is on.

Drag the **Activity** or **Resource** into its former position on the course using the **Move resource** icon.


Note: Your **Activity** or **Resource** has been restored.



To Clear the Recycle Bin










- On the course page, click on the **Actions** menu.
- In the drop-down menu, click on the **Recycle bin** option.



3. Locate the **Activity** or **Resource** to be removed in the **Recycle bin**.
4. Click on the **Delete all** link. 
5. In the **Confirm** pop-up, click on the **Yes** button.
Note: All of the **Activities** or **Resources** have been removed permanently from the course.
6. Click on the **Back to Course** link at the bottom of this screen to return to the course main menu.

LINC 3-4 (J_A): Recycle bin

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 Label	Tuesday, 2 March 2021, 8:09 AM		
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 Browser Poll	Tuesday, 2 March 2021, 8:09 AM		

Delete all

[Back to Course: LINC 3-4 \(J_A\)](#)