

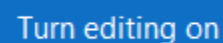
Using the Recycle Bin to Recover Deleted Content

If you accidentally delete an **Activity** or **Resource** on your course, the course **Recycle bin** will store it for one hour. 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.

A blue rectangular button with the text "Turn editing on" in white.

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.

A few minutes later, 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 an hour since you deleted the **Activity** or **Resource**, you can use the courseware **Recycle bin** to retrieve it.

Recovery

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










A button with a trash can icon and the text "Recycle bin".

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

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

Sepideh's Course: Recycle bin

Contents will be permanently deleted after 1 hour.










Activity	Date deleted	Restore	Delete
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:58 PM		
 word cards for education	Monday, 5 February 2024, 2:58 PM		

[Delete all](#)
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4. Click on the **Restore** icon in the same row.

Sepideh's Course: Recycle bin

Contents will be permanently deleted after 1 hour.







Activity	Date deleted	Restore	Delete
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:58 PM		
 word cards for education	Monday, 5 February 2024, 2:58 PM		

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

Sepideh's Course: Recycle bin

Contents will be permanently deleted after 1 hour.







Activity	Date deleted	Restore	Delete
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:58 PM		

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- Click on the **Back to Course:** link at the bottom of this screen.

Sepideh's Course: Recycle bin

Contents will be permanently deleted after 1 hour.

Activity	Date deleted	Restore	Delete
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:58 PM		




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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** is restored.

 Wordcards for education  Edit ▾

To Clear the Recycle Bin










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



3. To delete one item:
 - a. Locate the **Activity** or **Resource** to be removed from the **Recycle bin**.
 - b. Click on the **Delete** link on the same row.

Sepideh's Course: Recycle bin

Contents will be permanently deleted after 1 hour.


Activity	Date deleted	Restore	Delete
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:58 PM		
 word cards for education	Monday, 5 February 2024, 2:58 PM		

[Delete all](#)
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- c. On the **Confirmation** pop-up, click on the **Yes** button.







Confirmation

Are you sure you want to delete the selected item from the recycle bin?



Note: The selected **Activity** or **Resource** is removed permanently from the course.

4. To delete all the items in the **Recycle bin**:
 - a. click on the **Delete all** link.

Activity	Date deleted	Restore	Delete
 Giving Direct and Indirect Advice	Monday, 5 February 2024, 2:39 PM		
 Volunteer form	Monday, 5 February 2024, 2:40 PM		
<div>Delete all</div> <div>Back to Course: Sepideh's Course</div>			

b. In the **Confirmation** pop-up, click on the **Yes** button.

Note: All of the **Activities** or **Resources** will be removed permanently from the course after 1 hour.

5. Click on the **Back to Course:** link at the bottom of this screen to return to the course main menu.

Sepideh's Course: Recycle bin

There are no items in the recycle bin.

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