# Recycle Bin: the place to restore deleted content

Chenhui's T	est Module: Recycle bin		
Contents will be pern	nanently deleted after 7 days.		
Activity	Date deleted	Restore	Delete
assignment	Tuesday, 29 August 2023, 1:24 PM	0	ŵ

An example of deleted files in Recycle Bin

## Overview:

This guide will show you how to retrieve the files that have been deleted by mistake.

#### What to know:

This guide is applicable to both teachers and students.

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Step 1. Delete the file by mistake	
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If you delete any content from the module area by mistake, you can always retrieve them in the recycle bin.

✓ Topic 1	:
QUIZ quiz 💉	I
ASSIGNMENT assignment 🖋	Edit settings
<b>Opened:</b> Tuesday, 22 August 2023, 12:00 AM <b>Due:</b> Tuesday, 29 August 2023, 12:00 AM	<ul> <li>A Edit Settings</li> <li>Move</li> <li>Move right</li> <li>Hide</li> </ul>
+ Add an activity or resource	C Duplicite Assign roles
Add topic	<ul><li>Delete</li><li>Notifications</li></ul>

# Step 2: Locate the Recycle Bin

Click on the cogwheel to display all the editing settings, and scroll down to locate "Recycle Bin".

Chenhui's Test Module		
Course Settings Participants Grades Reports	More 🗸	
∽ General <i>»</i>	Question bank Content bank Course completion	Collapse all
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+ Add an activity or resource	Certif vates Recycle bin	
Add topic	Import to section Reminders Course reuse	
✓ Topic 1		

Step 3: Restore the deleted file	

Here you can find all the recent deleted files. Click the button in the "Restore" column, and you will see the content in its previous area.

Contents will be pern	nanently deleted after 7 days.		
Activity	Date deleted	Restore	Del
assignment	Tuesday, 29 August 2023, 1:24 PM	ø	Ŵ

# Step 4: Content retention period in Recycle Bin

All the deleted files will be kept in the recycle bin for 28 days. After that, the files will be permanently erased. If you delete the content in recycle bin, you could never retrieve the content.

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Contents will be permanently deleted	l after 28 days.				
Activity	Date deleted	Restore	Delete		
🛱 assignment	Tuesday, 29 August 2023, 1:24 PM	Ø	Û		
ក្រាំ Untitled Project-1.mp4	Monday, 4 September 2023, 11:40 AM	O	面		
₿ Quizventure test	Monday, 11 September 2023, 10:09 AM	Ø	Ē		
Delete all Back to Course: Chenhui's Test Module					

## Tips:

It is normal if you cannot see the content in the Recycle Bin immediately after you delete it from the module. Because it usually takes some time for the operation. Please come back and check the Recycle Bin in a moment.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/recycle-bin-the-place-to-restore-deleted-content-328.html