Faculty: Recycle Bin

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For all of us who have hit delete just a little too quickly, Moodle offers a safety net! Deleted items fall into a recycle bin, allowing you to retrieve a resource or activity that you didn't mean to remove from your course.

Important Things to Know About the Recycle Bin

- Any **student work** submitted to an activity **will be** restored!
- **Grade items** that you create **manually** in the gradebook will **NOT** be restored—always use caution when deleting items in your gradebook!
- A **restored item** will be displayed in the section from which it was deleted, but it **will appear at the bottom** of the section regardless of its original position in the section—you can drag and drop it back into the correct position after restoring it.
- After 40 days, an item will be deleted from the recycle bin automatically.

Open the **More** menu and click on the link for the **Recycle bin**. If you don’t see the item you deleted, wait a few minutes and look again. To retrieve an item that you've deleted, click on the **restore** icon on the right. A confirmation notice will be displayed when the restoration is complete.