

Recycle Bin in Moodle

The Recycle bin is a holding place where course resources and activities deposit if they are deleted from a course. This allows professors to retrieve course elements they have mistakenly deleted. Contents are permanently deleted after 7 days. To access the recycle bin follow the steps below.

The screenshot shows the Moodle course interface for 'Kate's Sandbox'. At the top right, there is a 'Turn editing on' button with a gear icon. A red arrow points from a text box to this gear icon. The text box contains the following text: 'If you mistakenly click "yes" when asked if you wish to delete an item, all is not lost. Click on the course settings icon to navigate to the recycle bin.' The main content area is divided into 'General' and 'ADMINISTRATION' sections. The 'General' section lists items like 'Announcements', 'Tell me about', and 'HTML'. The 'ADMINISTRATION' section lists options like 'Course administration', 'Edit settings', 'Turn editing on', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Outcomes', and 'Badges'. At the bottom, it shows the date range '16 January - 22 January' and 'Forum: 1'.

Kate's Sandbox

Dashboard / My courses / Kate's Sandbox

Turn editing on



Course administration

Users

Reports

Badges

Question bank

Switch role to

Course administration

- Edit settings
- Turn editing on
- Course completion
- Unenroll me from Kate's Sandbox
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Import
- Publish
- Reset
- Recycle bin

Under the "Course administration" tab, you will find the link "Recycle bin" at the bottom of the list of options. Click on this link.

Kate's Sandbox: Recycle bin


Contents will be permanently deleted after 7 days.

Activity	Date deleted	Restore	Delete
Quiz1	Thursday, January 18, 2018, 2:18 PM		
Tell me about your dog	Thursday, January 18, 2018, 2:18 PM		
Tell me about your dog!			
Tell me about your dog			
jhfiugf			
Tell me about your dog	Thursday, January 18, 2018, 2:18 PM		
File	Wednesday, January 24, 2018, 4:36 PM		
Forum	Wednesday, January 24, 2018, 4:36 PM		
Assignment	Wednesday, January 24, 2018, 4:36 PM		
Journal	Wednesday, January 24, 2018, 4:36 PM		
Forum	Wednesday, January 24, 2018, 4:36 PM		

Click on the "Restore" icon to the right of the name of the item that you wish to recover.


General


Your progress [?](#)

 Announcements

 Tell me about your dog

 HTML

 Announcements

 File



The previously deleted item
will reappear in your course in
it's original location.

16 January - 22 January

Forum: 1

Progress: 0 / 1

23 January - 29 January

Assignment: 1

Progress: 0 / 1