samegoal

# Undelete Documents

## Undelete documents

Deleted documents can be restored by each document's owner(s) or by an administrative user.

**Steps** *To undelete a document:*

1. Visit **All** in the left menu.
2. Click **Show: All Docs** in the blue bar, and then select 'Deleted'.
3. Page to the deleted document using the arrow on the top right.
    - Tip Set the **All Forms** filter in the blue bar to the document's form type to find it more quickly.
    - Tip Administrative users see deleted documents for all students, which is often many pages to arrow through. After clicking the right paging arrow once, adjust the page number in the URL (at the very end of it) to navigate through deleted documents more quickly.
4. Check the deleted document.
5. Click the **Undelete** button in the blue bar.