

Undelete Documents

Deleted documents may be restored by users with administrative access or document owners only. If you need a document undeleted and you are not the owner of the document, contact the document owner or an administrative user.

Steps *To undelete a document:*

1. Visit the student's **Documents** tab.
2. Click the **Show** dropdown at the top, then select **Show:Deleted**.
3. Check the deleted document in the list you wish to undelete.
4. Click the **Actions** dropdown at then top, then select **Undelete**.
5. To see all non-deleted documents again, click the **Show** dropdown at the top, then select **Show: All docs**.