



## Restoring a Deleted News Item – D2L Tutorial

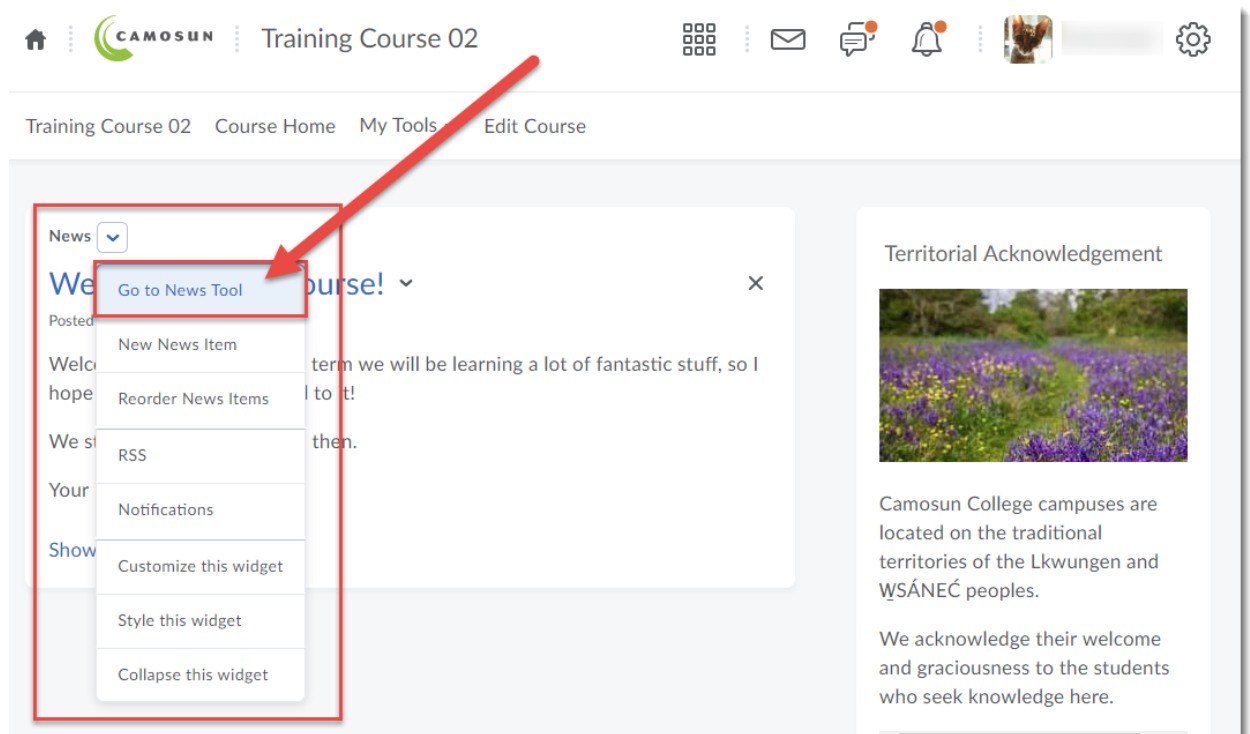
This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you wish to restore a deleted News Item in the News Tool.

### Steps

1. Go to your course homepage.
2. Click on the **News** widget drop-down menu (down arrow) and select **Go to News Tool**.



3. Click on **More Actions** and select **Restore**.

News

New Item

Search For...

Delete

More Actions ▾

- Reorder
- RSS
- Notifications
- Restore

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Welcome to the Course! ▾	Aug 16, 2018 4:02 PM	-	Published

Welcome to the course. This term we will be learning a lot of fantastic stuff, so I hope you are looking forward to it!

We start **Tuesday**, so see you then.

Your instructor...

20 per page ▾

4. Select the News Item(s) you wish to restore and click the **Restore** button.

News > Restore News

Search by News Title 🔍

Restore

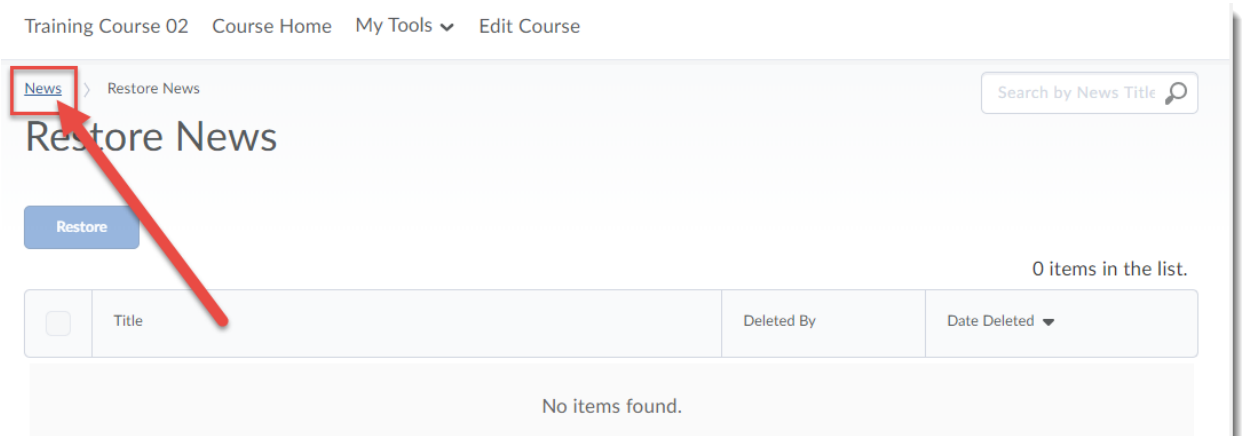
1 of 1 selected Clear Selection

<input type="checkbox"/>	Title	Deleted By	Date Deleted ▾
<input checked="" type="checkbox"/>	Welcome to D2L Daylight! (Id: 100901)		Jun 1, 2018 2:13 PM

< 1 / 1 > 20 per page ▾

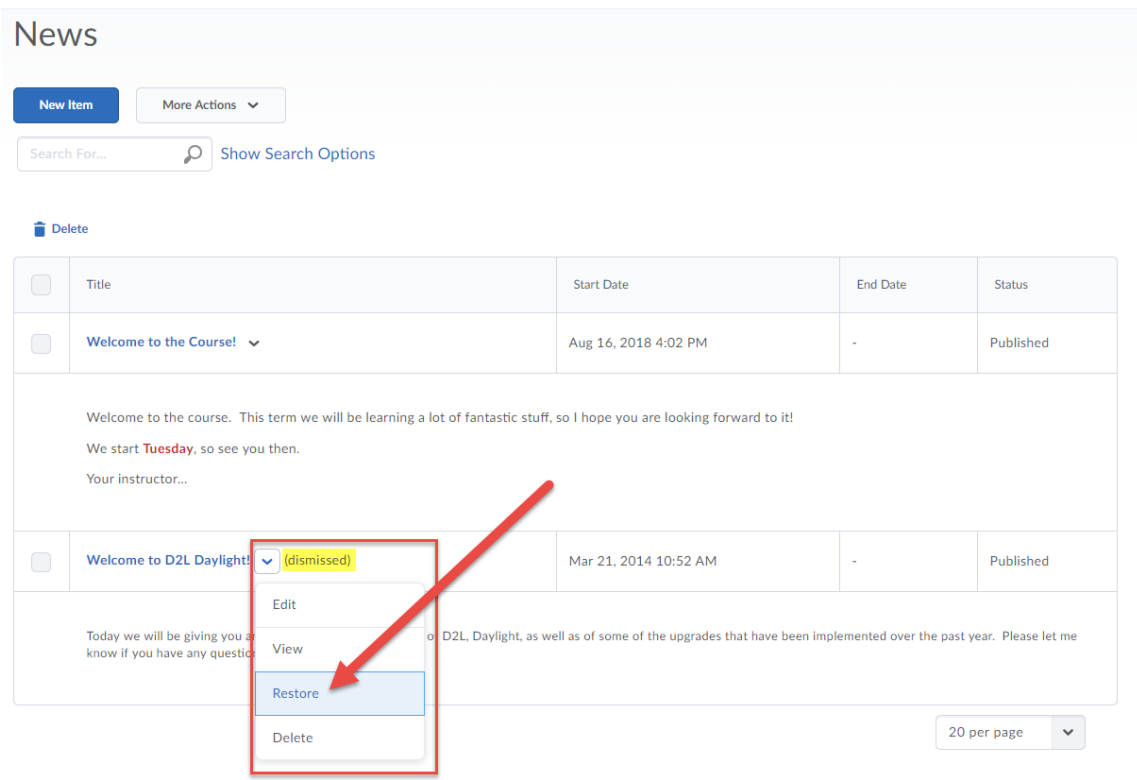


5. Click **News** to return to the News tool.



## Things to Remember

This Restore function restores *deleted* News items. You can also “restore” News items that have been **Dismissed** from your News Widget by clicking on a News item’s drop-down menu and selecting **Restore**. Note that this will only restore it for you, NOT for your students.



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