



Restoring a Deleted News Item – D2L Tutorial

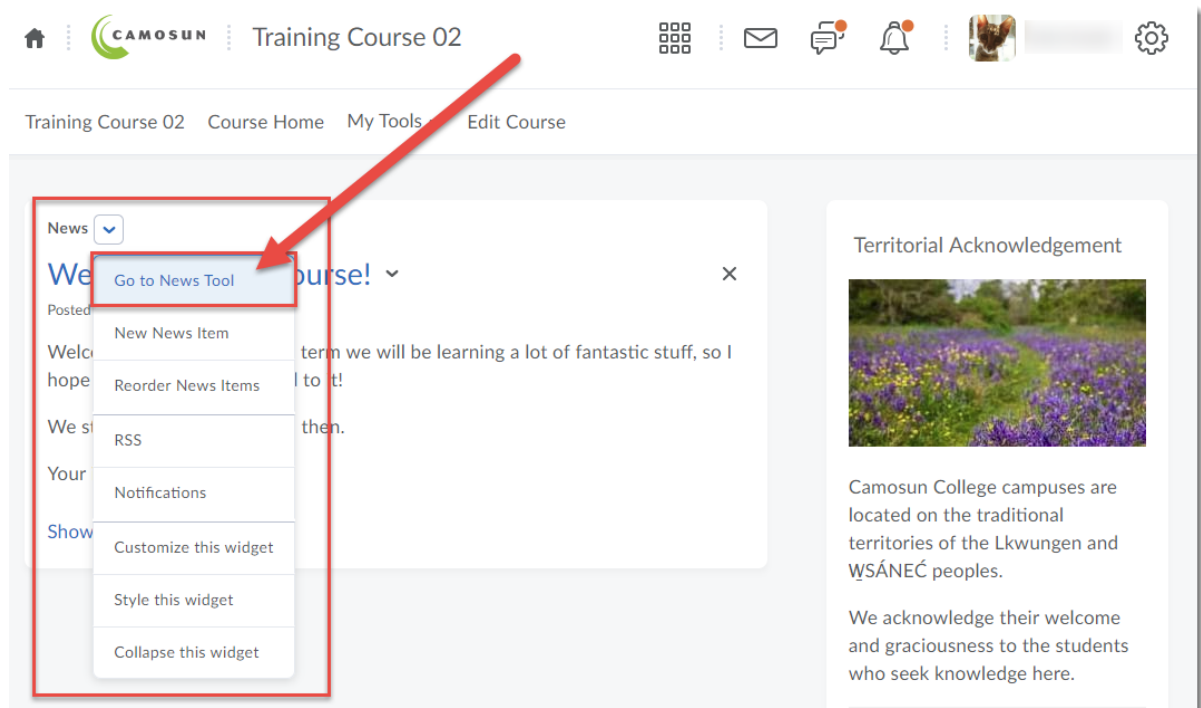
This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

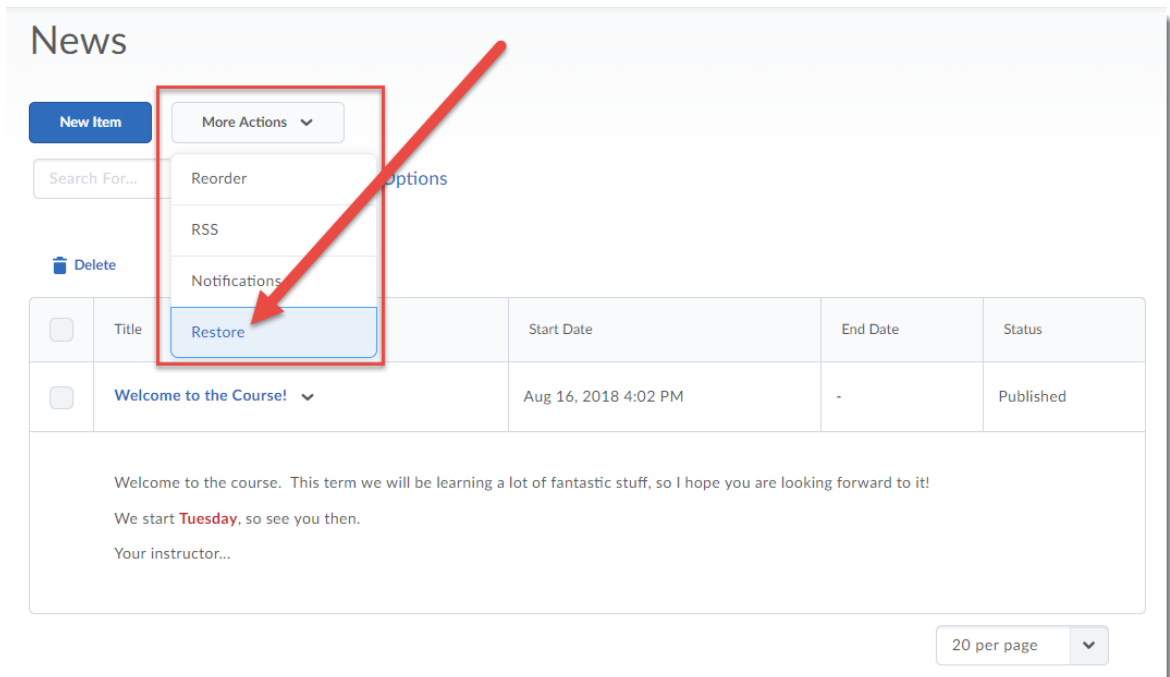
This tutorial will cover the steps involved when you wish to restore a deleted News Item in the News Tool.

Steps

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

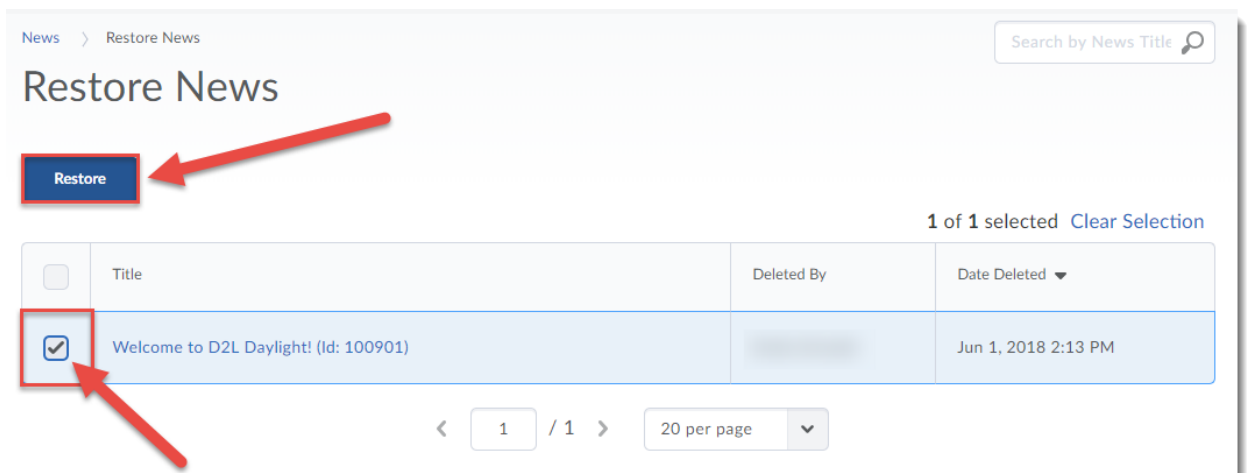


3. Click on **More Actions** and select **Restore**.



The screenshot shows the 'News' management interface. A red box highlights the 'More Actions' dropdown menu, which is open and shows options: Reorder, RSS, Notifications, and Restore. A red arrow points to the 'Restore' option. Below the menu is a table with columns: Title, Start Date, End Date, and Status. The first row has a checkbox, the title 'Welcome to the Course!', a dropdown arrow, 'Aug 16, 2018 4:02 PM', '-', and 'Published'. Below the table is a text area with the content: '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...'. At the bottom right, there is a '20 per page' dropdown menu.

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



The screenshot shows the 'Restore News' interface. A red box highlights the 'Restore' button. A red arrow points to the 'Restore' button. Below the button is a table with columns: Title, Deleted By, and Date Deleted. The first row has a checked checkbox, the title 'Welcome to D2L Daylight! (Id: 100901)', a blurred 'Deleted By' field, and 'Jun 1, 2018 2:13 PM'. At the top right, there is a search box labeled 'Search by News Title'. Below the table, there is a '1 of 1 selected Clear Selection' indicator and a pagination control showing '< 1 / 1 >' and a '20 per page' dropdown menu.



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

Training Course 02 Course Home My Tools Edit Course

News Restore News Search by News Title

Restore News

Restore

0 items in the list.

<input type="checkbox"/>	Title	Deleted By	Date Deleted
No items found.			

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.

News

New Item More Actions

Search For... Show Search Options

Delete

<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...				
<input type="checkbox"/>	Welcome to D2L Daylight! ▼ (dismissed)	Mar 21, 2014 10:52 AM	-	Published
Today we will be giving you a... of D2L, Daylight, as well as of some of the upgrades that have been implemented over the past year. Please let me know if you have any questions...				

20 per page



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