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## **Paper Bin**

The Paper Bin is useful for recovering items and content that you have accidentally deleted from your course.

Paper Bin items will be permanently deleted after **seven days**.

Click the gear icon in the upper right to navigate to the paper Bin.

Note: You have deleted something but it is not in the Paper bin afterwards? Then the server has not updated the files yet. Please wait a short moment and refresh the page (by pressing F5).

## **Recover from Paper Bin:**

## Step 1:



## Step 2:



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