

Deleting and Restoring Master Assessments, Problems and Courses

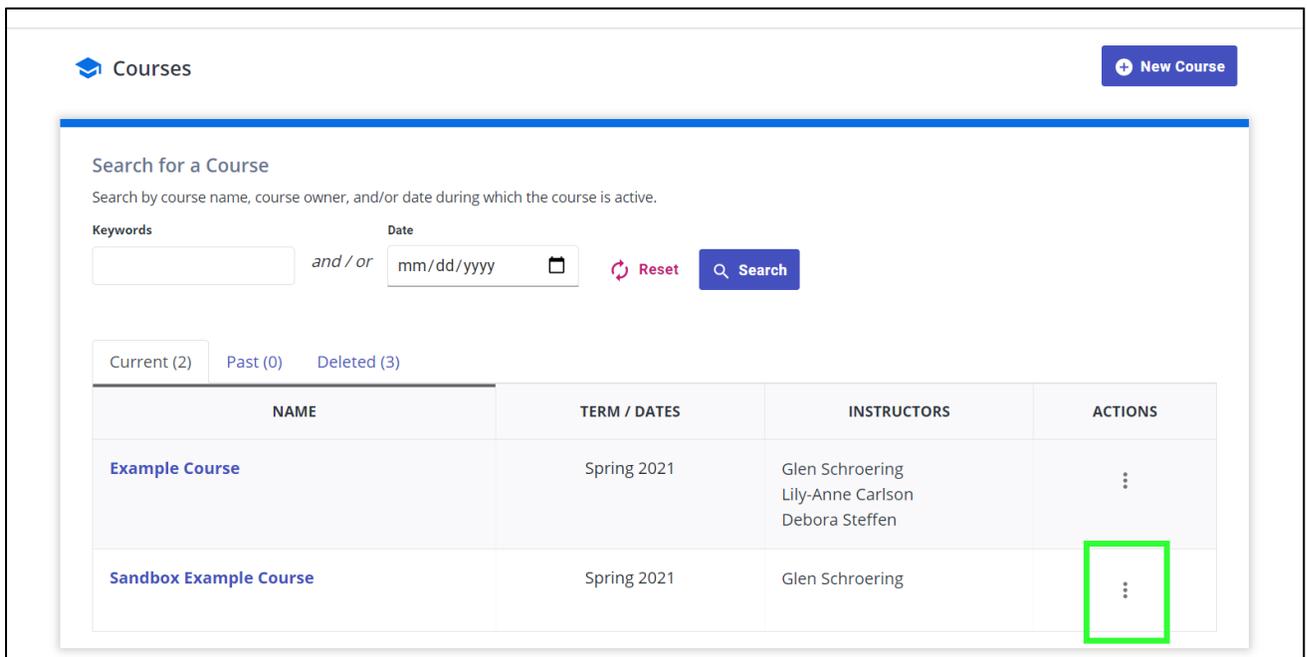
Master assessments and problems in Variate can be deleted when they are not actively being used. Deleting one of these items will remove it from the owner’s list of current content. A course may also be deleted, removing student access to material. However, Variate keeps an archive of all deleted items so that they may be restored at any time.

Prerequisites

1. **Navigate** to Variate in a web browser, either through your existing [Brightspace course](#) with a Variate external learning tool link, or by using a direct link to [Variate](#). **Log in** using your Purdue Career Account credentials.
2. **Navigate** to the “Manage” tab and select the type of content you want to delete from the list.

Deleting a Course

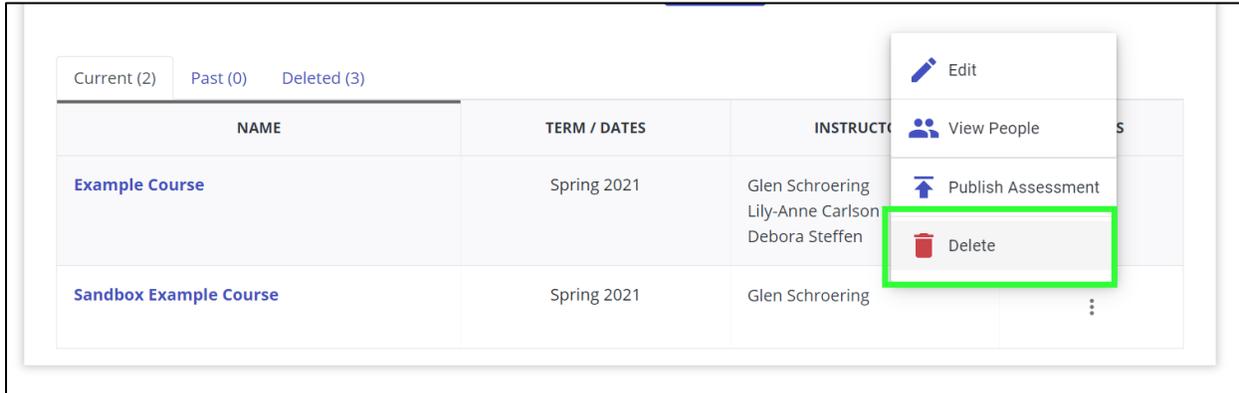
1. **Select** “Courses” under the “Manage” tab.
2. From the courses page, identify the course you would like to delete and **select** the “Actions” button for that course.



The screenshot displays the 'Courses' management interface. At the top right, there is a '+ New Course' button. Below it is a search section titled 'Search for a Course' with instructions to search by course name, owner, or date. There are input fields for 'Keywords' and 'Date' (mm/dd/yyyy), a 'Reset' button, and a 'Search' button. Below the search section are tabs for 'Current (2)', 'Past (0)', and 'Deleted (3)'. A table lists courses with columns for NAME, TERM / DATES, INSTRUCTORS, and ACTIONS. The 'Sandbox Example Course' row has its 'ACTIONS' column highlighted with a green box.

NAME	TERM / DATES	INSTRUCTORS	ACTIONS
Example Course	Spring 2021	Glen Schroering Lily-Anne Carlson Debora Steffen	⋮
Sandbox Example Course	Spring 2021	Glen Schroering	⋮

3. From the pop-up menu, **select** “Delete”

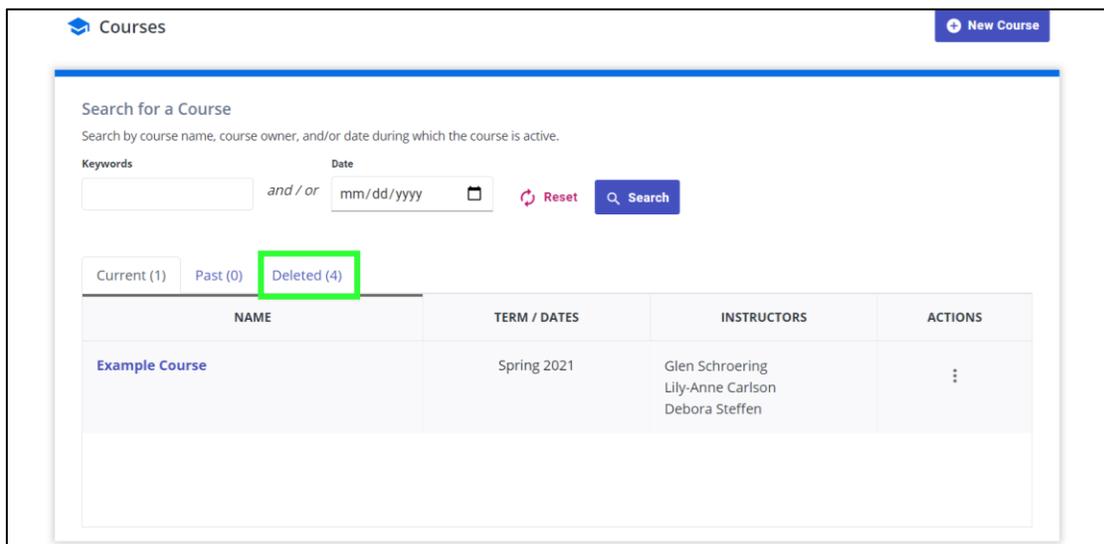


NOTE: After selecting “Delete” you will be asked to verify that you want to delete the course. To continue, **select** “Yes, Delete This Course”.

4. Your course will now be removed from the list of current courses and students will no longer be able to view it.

Restoring a Course

1. **Select** “Courses” under the “Manage” tab.
2. **Select** the “Deleted” tab.



3. Identify the course you would like to restore and **select** the “Restore Course” button.

NAME	TERM / DATES	INSTRUCTORS	ACTIONS
Sandbox Example Course	2/25/21 - 12/31/21	Glen Schroering	Restore Course
Sandbox Example Course	2/25/21 - 12/31/21	Glen Schroering	Restore Course
Sandbox Example Course	Spring 2021	Glen Schroering	Restore Course
Sandbox Example Course	Spring 2021	Glen Schroering	Restore Course

NOTE: After selecting to restore the course, you will be asked to verify this action. **Select** the “Yes, Restore The Course” button.

4. The course will now be listed with current courses and will be fully restored to its active state.

NOTE: When deleting/restoring courses in Variate, students will not be unenrolled/enrolled. They will remain in the course roster even in its archived state.

Deleting an Assessment

1. **Select** “Assessments” under the “Manage” tab.
2. Identify the assessment you would like to delete and **select** the “Actions” button for that course.

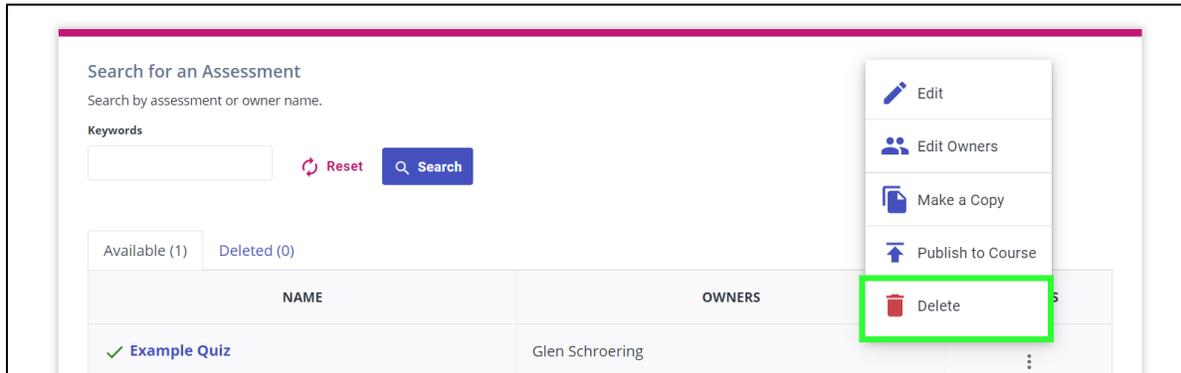
Search for an Assessment
Search by assessment or owner name.

Keywords
 Reset Search

Available (1) Deleted (0)

NAME	OWNERS	ACTIONS
Example Quiz	Glen Schroering	

3. From the pop-up menu, **select** “Delete”

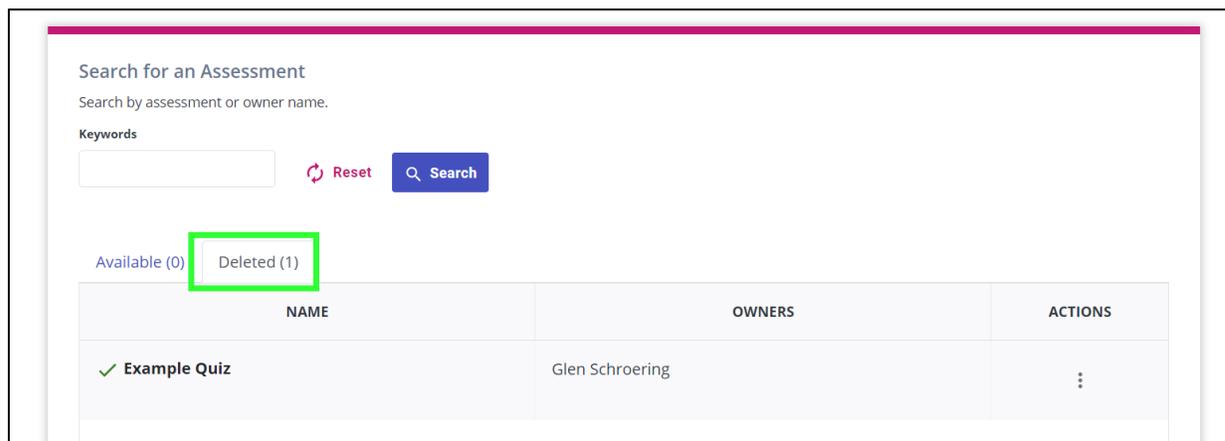


NOTE: After selecting “Delete” you will be asked to verify that you want to delete the assessment. To continue, **select** “Yes, Delete The Assessment”.

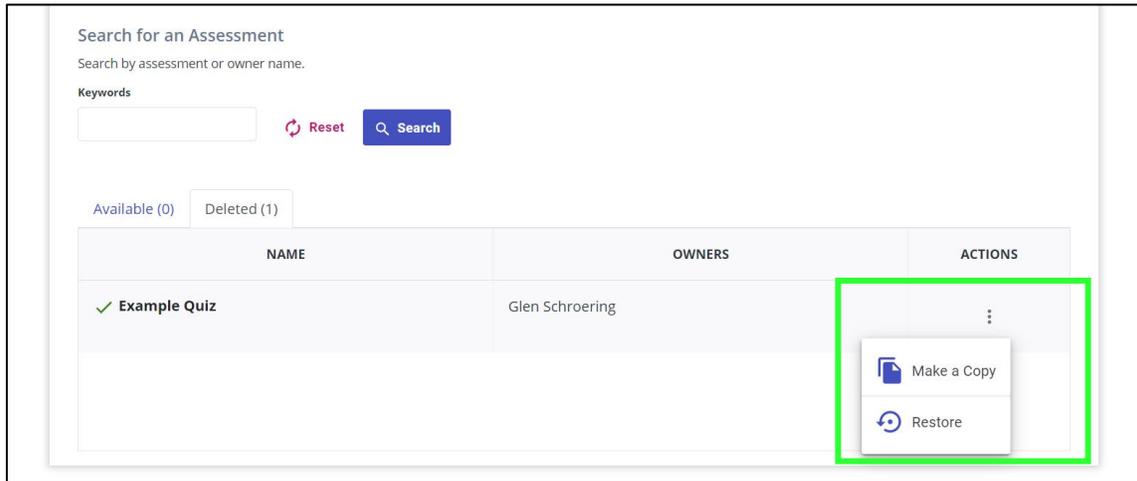
4. Your assessment will now be removed from the list of available assessments and owners will no longer be able to schedule it in your courses.

Restoring an Assessment

1. **Select** “Assessments” under the “Manage” tab.
2. **Select** the “Deleted” tab.



3. Identify the assessment you would like to restore and **select** the “Actions” button. Then, **select** “Restore” from the menu.

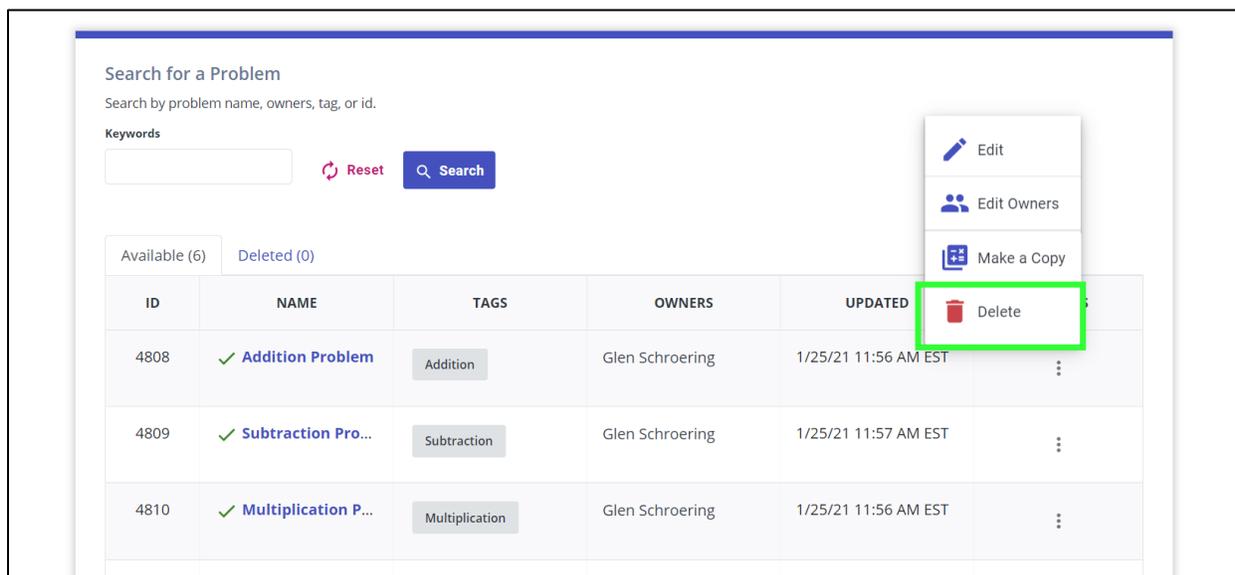


NOTE: After selecting to restore the assessment, you will be asked to verify this action. **Select** the “Yes, Restore The Assessment” button.

4. The assessment will now be listed with the available assessments and will be fully restored to its active state.

Deleting a Problem

1. **Select** “Problems” under the “Manage” tab.
2. Identify the problem you would like to delete and **select** the “Actions” button for that course. Then, **select** “Delete” from the menu.

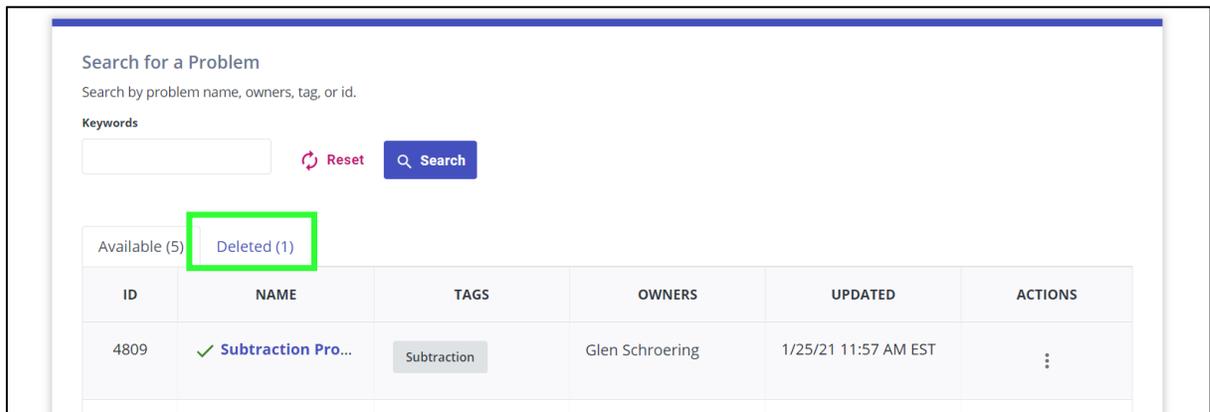


NOTE: After selecting “Delete” you will be asked to verify that you want to delete the problem. To continue, **select** “Yes, Delete The Problem”.

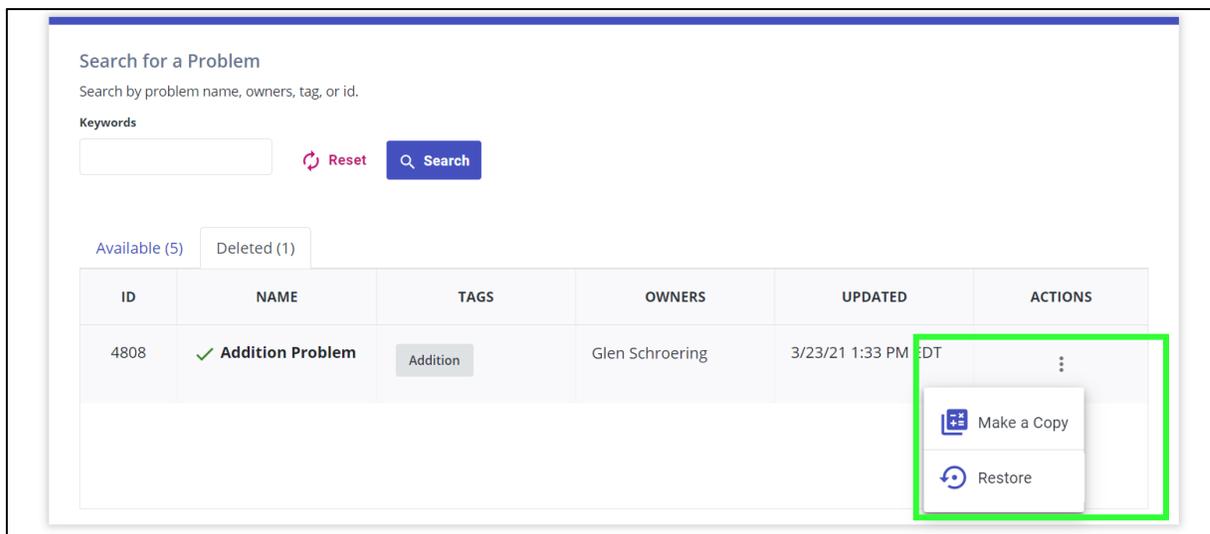
3. The problem will now be removed from the list of available problems and users will no longer be able to use it in future assessments.

Restoring a Problem

1. **Select** “Problems” under the “Manage” tab.
2. **Select** the “Deleted” tab.



3. Identify the problem you would like to restore and **select** the “Actions” button. Then, **select** “Restore” from the menu.



NOTE: After selecting to restore the problem, you will be asked to verify this action. **Select** the “Yes, Restore The Problem” button.

4. The problem will now be listed with the available problems and will be fully restored to its active state.