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](https://www.brightspace.com) 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.
3. From the pop-up menu, select “Delete”

![Image of course management interface]

**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.

![Image of course management interface with deleted courses highlighted]
3. Identify the course you would like to restore and select the “Restore Course” button.

![Image showing the course list with a highlighted option to restore a 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.
3. From the pop-up menu, select “Delete”

![Image of the pop-up menu with a highlighted delete button]

**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.

![Image of the restored assessment in the Deleted tab]

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

   ![Assessment Restore](image)

   **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.

   ![Problem Delete](image)
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.