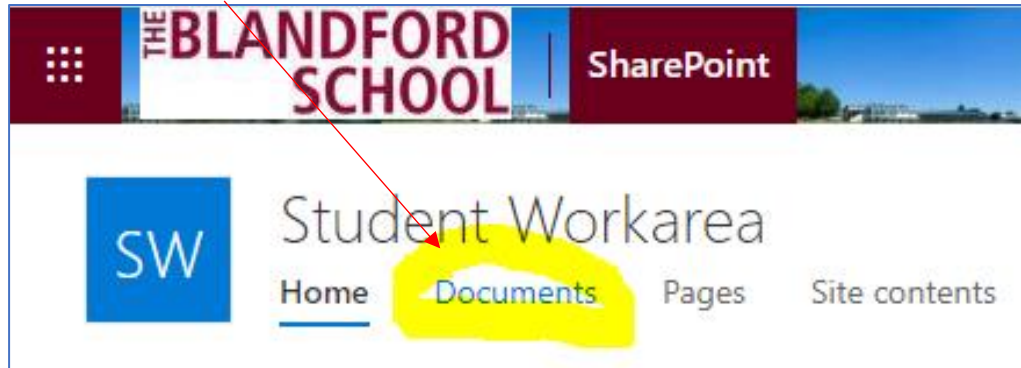


Recovering Lost Work

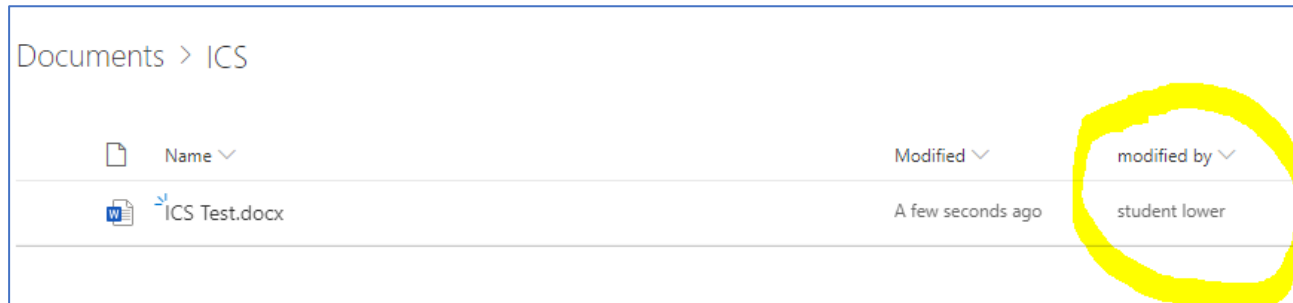
Due to the nature of the way Student Workarea has been set up it is very easy for work to be changed by other students.

Office 365 does keep a limited version history of files (not folders).

1. Open Student Workarea.
2. Click on Documents to see the subject folders



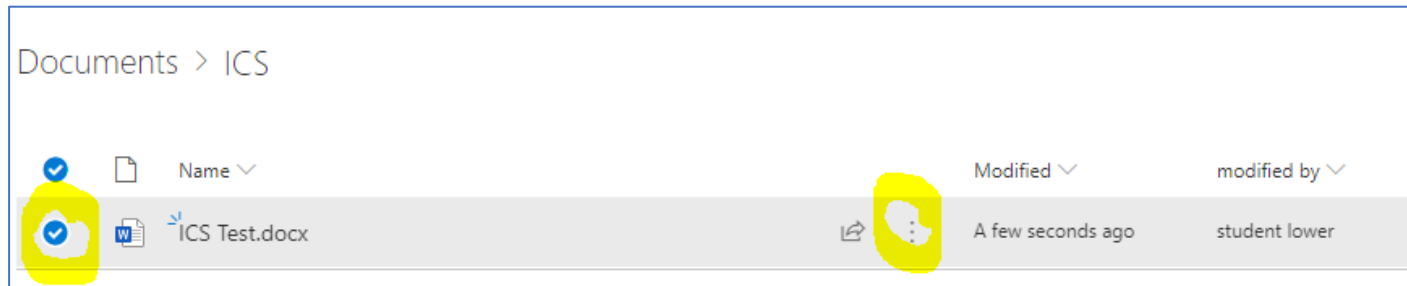
3. Navigate to the folder with the work which has been changed



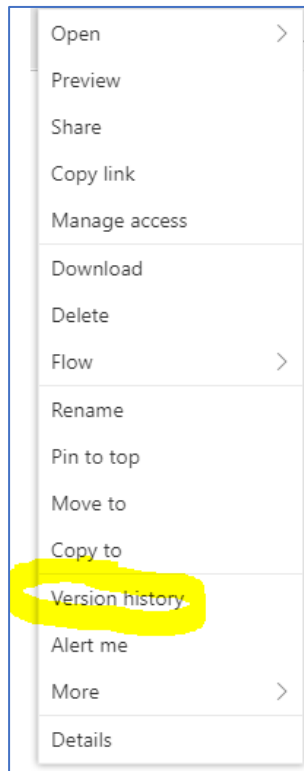
4. You can immediately see who last modified this file.

Recovering Lost Work

5. Tick the file and click on the 3 dots

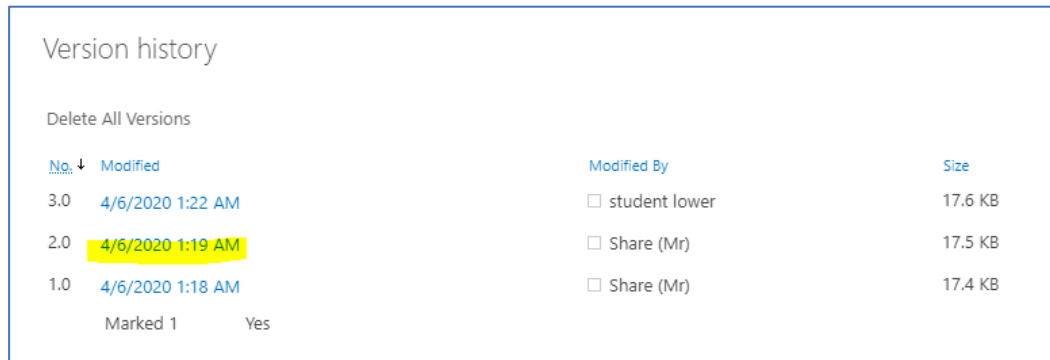


6. On the menu which pops up select Version History



Recovering Lost Work

7. This will show the history of that document including who has updated it



Version history

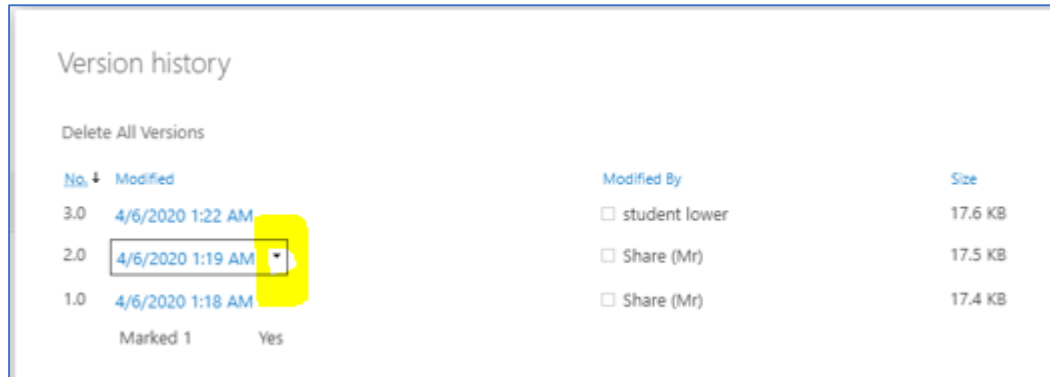
Delete All Versions

No. ↓	Modified	Modified By	Size
3.0	4/6/2020 1:22 AM	<input type="checkbox"/> student lower	17.6 KB
2.0	4/6/2020 1:19 AM	<input type="checkbox"/> Share (Mr)	17.5 KB
1.0	4/6/2020 1:18 AM	<input type="checkbox"/> Share (Mr)	17.4 KB

Marked 1 Yes

8. Just clicking on a date alongside the version number will open that document.

9. If you hover over the date instead you will now see a down arrow which you can click on for further options



Version history

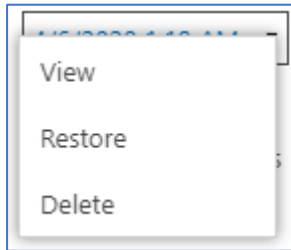
Delete All Versions

No. ↓	Modified	Modified By	Size
3.0	4/6/2020 1:22 AM	<input type="checkbox"/> student lower	17.6 KB
2.0	4/6/2020 1:19 AM ▾	<input type="checkbox"/> Share (Mr)	17.5 KB
1.0	4/6/2020 1:18 AM	<input type="checkbox"/> Share (Mr)	17.4 KB

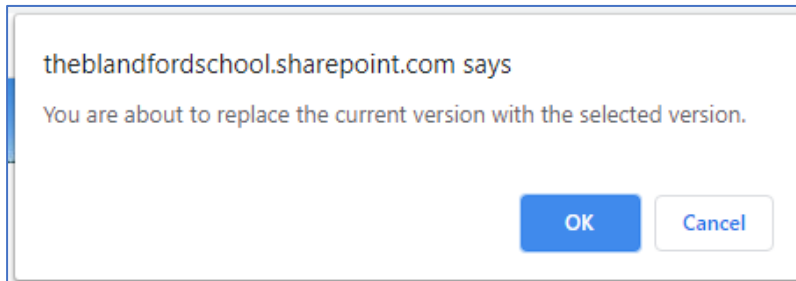
Marked 1 Yes

Recovering Lost Work

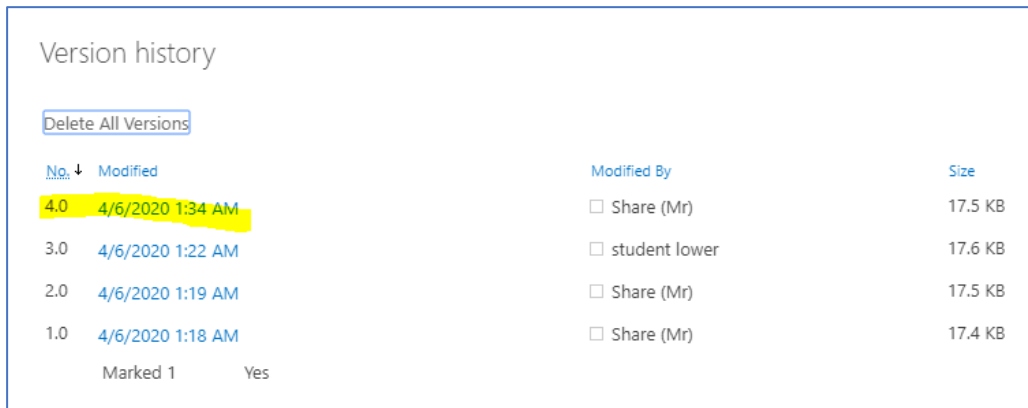
10. View will open the document, Restore will restore that version over the top of the current version



11. If you select Restore a confirmation message will pop up



12. The file will be restored and added as the next version



A screenshot of the 'Version history' page in SharePoint. At the top left, there is a link 'Delete All Versions'. Below it is a table with columns for 'No.', 'Modified', 'Modified By', and 'Size'. The first row is highlighted in yellow. At the bottom, there is a 'Marked' section with 'Marked 1' and 'Yes'.

No. ↓	Modified	Modified By	Size
4.0	4/6/2020 1:34 AM	<input type="checkbox"/> Share (Mr)	17.5 KB
3.0	4/6/2020 1:22 AM	<input type="checkbox"/> student lower	17.6 KB
2.0	4/6/2020 1:19 AM	<input type="checkbox"/> Share (Mr)	17.5 KB
1.0	4/6/2020 1:18 AM	<input type="checkbox"/> Share (Mr)	17.4 KB

Marked 1 Yes

13. All will be back as it should be.