

Create a Sandbox

Last Modified on 10/02/2024 9:54 am CDT

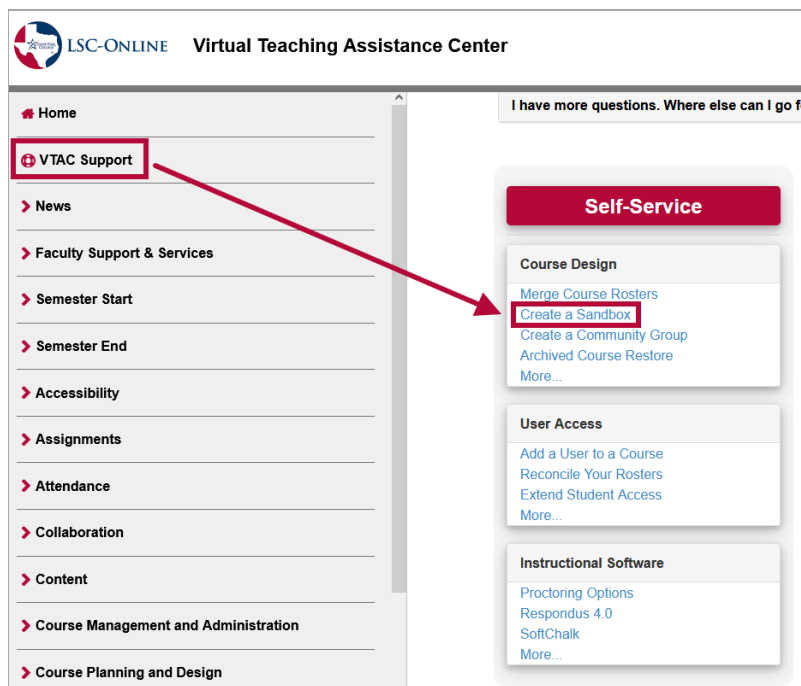
A **Sandbox** is an area where you can work on designing your course that is not visible to students and allows you to use a **Test Student**. Sandboxes are meant for your individual course development; other people cannot be added to your sandbox.

NOTE: If you would like to share course materials, you can [Create a Community Group](https://vtac.lonestar.edu/help/lfg) (<https://vtac.lonestar.edu/help/lfg>) and add others to that group. You can also [Export Course Content](https://vtac.lonestar.edu/help/export-content) (<https://vtac.lonestar.edu/help/export-content>) to share with others.

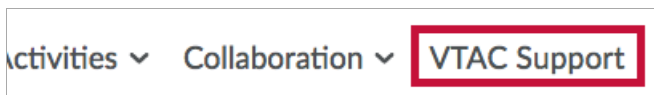
To Create a Sandbox

1. Depending on where you are currently:

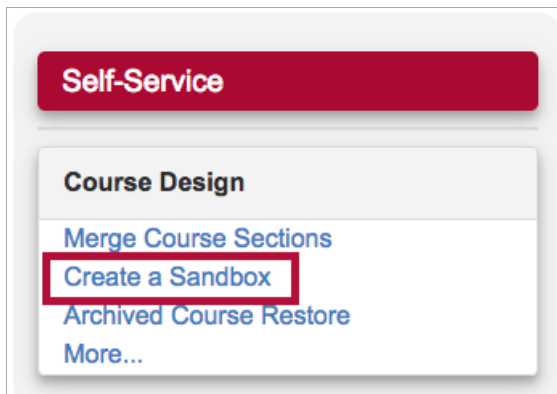
- If you are already in the VTAC Support page, click on **[VTAC Support]**, then **[Create a Sandbox]**.



- If you are in your D2L course, click **[VTAC Support]** on the navbar.



2. In the **Self-Service** column under **Course Design**, click **[Create a Sandbox]**.



3. Fill out the **Sandbox Request** form.

A screenshot of a web form titled "SandBox Request". The form has a dark blue header with the title. Below the header is a dark blue bar with white text: "Fill out this form to request a Sandbox with a test student included." Below this is a paragraph of text: "If you have any questions about this form, please contact us at OTS@LoneStar.Edu. You can also chat with us using the VTAC Live Chat tool found at VTAC.Support or call 1-866-614-5014." Below that is a section for a short description: "Short description that will appear at the end of the sandbox name (max. 20 chars). Only letters, numbers, dashes, and underscores are allowed." There is a preview line: "(Preview) Sandbox: [redacted] - Documentation". Below this is a text input field containing "Documentation" with a red arrow pointing to the end of the text. Below that is a date input field: "End date after which your sandbox may be archived (mm-dd-yyyy)" with the date "10/21/2022" and a red arrow pointing to the end of the date. Below the date field is a yellow box with a note: "Note: You will be redirected to your new sandbox when the form finishes processing and the test student will appear in the classlist." At the bottom of the form is a blue "SUBMIT" button. The footer of the page includes the Lone Star College logo and the text "LSC-Online" and "FAQs Feedback Help".

- Enter a short description (name) for your sandbox. The completed sandbox title will begin with "Sandbox: Your Name - [Short Description]" You should only enter a description that will appear after the words "Sandbox: Your Name."
- Enter a date for archiving. After this date, the system will archive the sandbox in the next round of automated archives.

4. **[Submit]** the Sandbox Request Form.

See also [Using a Test Student Account to View Your Course Content \(https://vtac.lonestar.edu/help/a1130\)](https://vtac.lonestar.edu/help/a1130).