

Create a Sandbox

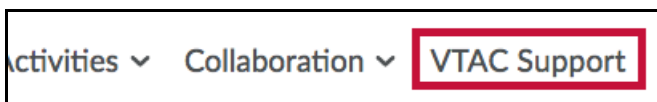
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A sandbox is an area where you can work on designing your course that is not visible to students and allows you to use a Test Student. Sandboxes are meant for your individual course development; other people cannot be added to your sandbox.

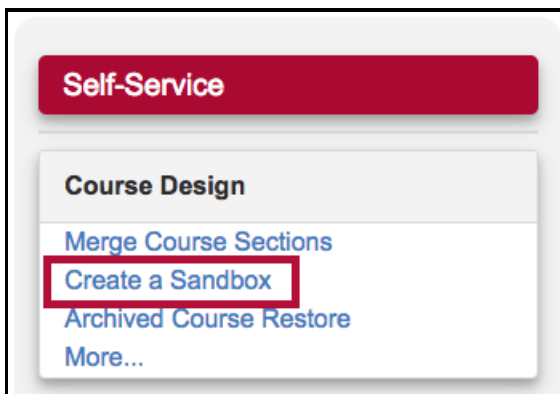
NOTE: If you would like to share course materials, you can [Create a Community Group](https://vtac.lonestar.edu/help/a127) (<https://vtac.lonestar.edu/help/a127>) and add others to that group. You can also [Export Course Content](https://vtac.lonestar.edu/help/a011) (<https://vtac.lonestar.edu/help/a011>) to share with others.

To Create a Sandbox

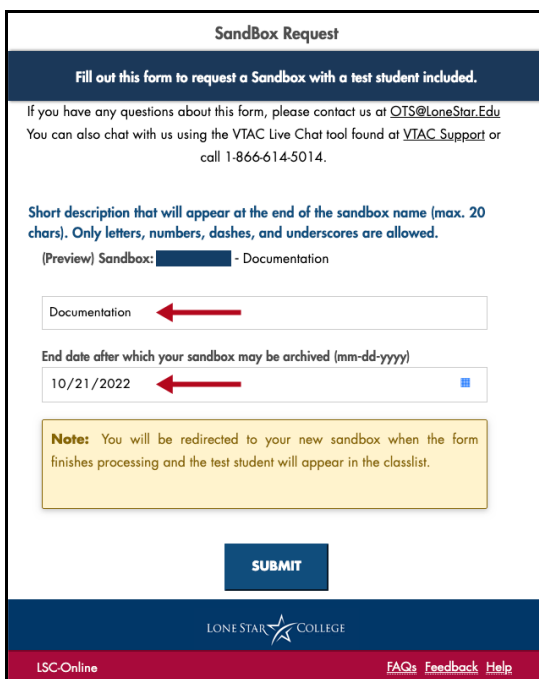
1. Log in to D2L.
2. Click **VTAC Support** on the navbar.



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



4. Fill out the Sandbox Request form.

A screenshot of the 'Sandbox Request' form. The form has a dark blue header with the title 'Sandbox Request' and a sub-header 'Fill out this form to request a Sandbox with a test student included.' Below the header, there 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.' The main form area contains a text input field for a 'Short description that will appear at the end of the sandbox name (max. 20 chars). Only letters, numbers, dashes, and underscores are allowed.' The preview shows '(Preview) Sandbox: [redacted] - Documentation'. Below this is a text input field containing 'Documentation' with a red arrow pointing to it. The next field is 'End date after which your sandbox may be archived (mm-dd-yyyy)' with a date picker set to '10/21/2022' and a red arrow pointing to it. A yellow note box contains the text: '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 links for 'LSC-Online', 'FAQs', 'Feedback', and '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.

5. **Submit** the Sandbox Request Form.

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