

Create a Sandbox

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To access the form, click the button under [Ready to fill out the form?](#) at the bottom of the page.

Alternatively, you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

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.

1. Enter a **Date** after which the Sandbox will be archived
2. Enter a **Short Description** for your sandbox. The completed sandbox title will begin with **Sandbox: Your Name - [Short Description]**.

Example: If your name is John Connor and you entered ENGL 1301 as your **Short Description**, the full name of your sandbox will appear as **Sandbox: John Connor - ENGL 1301**

3. When finished, click **[Submit]**.

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

The screenshot shows the 'Create a Sandbox' form. At the top, it says 'Create a Sandbox' and 'Complete this form to be redirected to a new individual course development space with a Test Student.' Below this, there is a greeting 'Hello, Jennifer Nguyen'. The form has two main input fields: 'Date after which this Sandbox may be archived' with a placeholder 'mm/dd/yyyy' and a calendar icon, and 'Sandbox Name: [Preview] Sandbox: Jennifer Nguyen - [your text]' with a placeholder 'Short Description'. A yellow note box below the second field states: 'Note: The Sandbox name allows only letters, numbers, dashes, and underscores with a maximum of 40 characters.' At the bottom of the form is a 'SUBMIT' button. Red arrows with numbers 1, 2, and 3 point to the date field, the short description field, and the submit button respectively.

Ready to fill out the form?

Click below to get started

[Create a Sandbox Form](#)