

# Create a Sandbox

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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>) and add others to that group. You can also [Export Course Content](#) (<https://vtac.lonestar.edu/help/export-content>) to share with others.

## Create a Sandbox

1. 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**

SandBox Request

Fill out this form to request a Sandbox with a test student included.

If you have any questions about this form, please contact us at [OTS@LoneStar.Edu](mailto: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.

Short description that will appear at the end of the sandbox name (max. 20 chars). Only letters, numbers, dashes, and underscores are allowed.

[Preview] Sandbox: [REDACTED] - Documentation

Documentation

End date after which your sandbox may be archived (mm-dd-yyyy)

10/21/2022

**Note:** You will be redirected to your new sandbox when the form finishes processing and the test student will appear in the classlist.

**SUBMIT**

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2. Enter a date for archiving. After this date, the system will archive the sandbox in the next round of automated archives.
3. **[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)

## Ready to fill out the form?

Click below to get started

**Create a Sandbox Form**