

# 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 \(https://vtac.lonestar.edu/help/lfg\)](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.

## 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**

The screenshot shows the 'Sandbox Request' form. At the top, it says 'Fill out this form to request a Sandbox with a test student included.' Below this, there is contact information: '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 form has a text input field for 'Short description that will appear at the end of the sandbox name (max. 20 chars). Only letters, numbers, dashes, and underscores are allowed.' Below this is a preview: '(Preview) Sandbox: [redacted] - Documentation'. There is another text input field for 'End date after which your sandbox may be archived (mm-dd-yyyy)' with the date '10/21/2022' entered. A yellow note box states: '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 is a blue 'SUBMIT' button. The footer includes the Lone Star College logo, 'LSCOnline', and links for 'FAQs', 'Feedback', and 'Help'.

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>).

## Ready to fill out the form?

Click below to get started

**Create a Sandbox Form**