Create a Sandbox

> 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.

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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**

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