Create a Sandbox Course

Quick Summary

This article will explain the steps for creating a sandbox course in Brightspace.

Creating a Sandbox Course

Accessing Brightspace

Start by logging into My Tri-C Space. From there, navigate to the "Brightspace for Faculty" card.



Then select "Brightspace LMS"



Creating the Sandbox Course

Once on the Institution Homepage, scroll down to the "Create Course" Widget.

Brightspace Help Course Evaluation Qwickly Course Tools	Discover Quick Eval TutorOcean Pear Deck Tutor More 🗸	
Welcome to Brightspace!		
My Courses 🗸 🗸	Accessibility Statement & Resources	
Calendar 🗸	Tri-C is committed to providing online services, software, and electronic information that is accessible and usable by all of our students, including those with disabilities. It is our mission to provide accessible opportunities and services by complying with Federal and State accessibility guidelines. To report an accessibility concern, please fill out the <u>Accessibility Complaint Form</u> . Tri-C provides support for students with disabilities at all campuses, sites, and in online courses. To learn more, visit the <u>Student</u> <u>Accessibility Services Program website</u> .	
Create Sandbox Course V		
Create a New Course!	Announcements 🗸	
Quickly create a new empty course shell Create Course	Tri-C Student Resources 🗸 🗸	
	Faculty Resources 🗸	

Then select the "Create Course" button in the widget.

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Course Information and Creation

This next screen will prompt you to add a name for the course site, as well as to place the course under a department. Since this is a sandbox course, the only department option will be "User Sandboxes". Once these fields have been completed, select "Next".

Create Sandbox Course 🗸		
Choose a name and a department for your new course		
Course Name *		
Department * Choose a Department		
Choose a Department User Sandboxes		
Next Back		

Review the information to ensure that it is correct, then select "Create Course"

Create Sandbox Course 🗸		
Confirm the following information is correct before continuing		
Course Name Create Sandbox Test		
Department User Sandboxes		
Create Course Back		



Accessing Sandbox Courses

You will now see a course site creation verification screen, which will give you the following options:

- a. To access the course that was just created, select "Go to classlist" or "Go to course homepage"
- b. To create another course site, select "Create another course"
- c. If you are finished and want to access the course site at another time, select "Done"



To access the course site at a later date, view the "My Courses" Widget on the Brightspace home page. Once there, select the "Use Sandboxes" tab and select the course card for the course.

My Courses 🗸	
All Training202310_DT User Sandboxe	5
My Sandbox Site View All Courses (1)	



Need Help?

If you need help designing your course, are looking for recommendations for course layout, or ways to best utilize sandboxes for your courses, please contact the Instructional Design Team.

- Book a virtual appointment
- Email us to meet in-person

If you need help with the "how to" of any items in this article, please email <u>OLAT@tri-c.edu</u> to get assistance from the Help Desk.

If you're not sure whom to contact, please review our Faculty Support Flowchart.