

# How to Request a Brightspace Department Site

There is a new option in Brightspace to request a Brightspace Department Site. Department Sites can be used as resource sites for faculty or students within a department or across disciplines. They can also be used as source sites for CRNs within a department to share course content.

Previously, Sandbox Sites were often used in Blackboard for these purposes. In Brightspace, Sandbox sites are intended for personal use to build content, test functionality, or save content in the LMS.

## Purposes for Department Sites:

- Resource Site for faculty
- Resource Site for students
- Course Site to share with faculty
- Additional purposes as needed

### Step 1. Request the Department Site

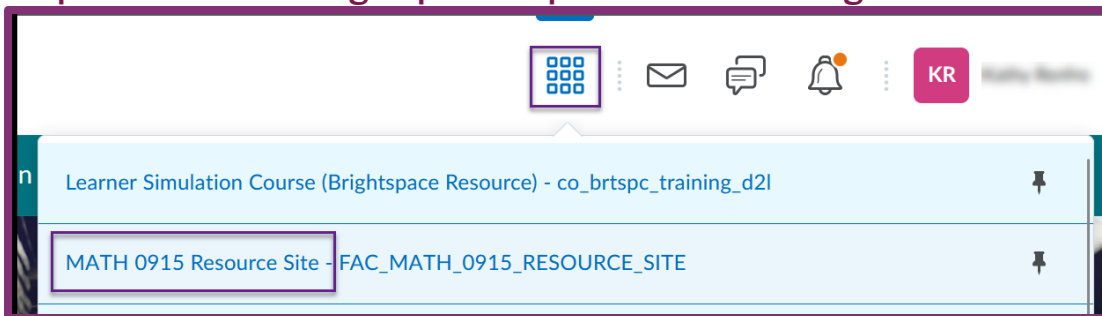
Email [OLAT@tri-c.edu](mailto:OLAT@tri-c.edu) with the information needed as listed below.

#### Information needed:

- Department
- Course name (for Course Site this is the official course name)
- Section (optional, provide if needed)
- Users S# to add
  - Instructors in the course can add more Instructor or Teaching Assistant users later
  - If you need to have students added, OLAT will send you an Excel spreadsheet to complete and send to them
- Primary contact name and contact information

You will receive an email from OLAT when the site is created.

### Step 2. Locate the Brightspace Department Site using the Waffle icon



When you access the course, you may wish to use the “Course Copy/Import” process in Brightspace to move content into the Department Site from a personal Sandbox Site.

You may also want to “Add Instructors or Teaching Assistants” to the Department Site.

Both How-to Documents can be found on the [Brightspace for Faculty website](#) by selecting the How-To Documents button.

