

Create your Own Sandbox Site in Brightspace

Please follow the following steps to request your own sandbox site from within Brightspace. Steps with associated screenshots begin on page 2.

If you receive a “There was a problem processing your authentication” message when attempting to access Brightspace (step 3), please ensure you have completed the [D2L’s Brightspace Basics for Faculty](#) training. Once training has been completed, allow up to 72 hours to receive access to Brightspace.

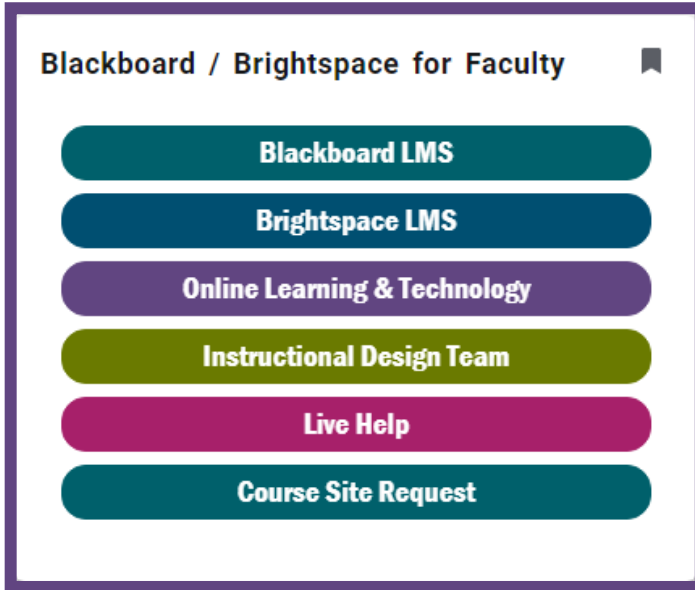
QUICK STEPS:

1. Log into [My Tri-C Space](#)
2. Navigate to “Blackboard / Brightspace for Faculty” card
3. Select “Brightspace LMS”
4. On the Institution Homepage, scroll to the “Create Course” Widget
5. Select “Create Course”
6. Input the following information
 - a. Enter Name of the site
 - b. Select “User Sandboxes” from the Department dropdown
 - c. Select “Next”
7. Review the information, select “Create Course”
8. You will see a course site creation verification and have the following options:
 - a. To access the course you just created, select “Go to Course Homepage” or “Go to Classlist”
 - 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”
9. To access the course site at a later date, view the “My Courses” Widget on the Brightspace homepage
 - a. Select “User Sandboxes” tab
 - b. Select the course card of the course

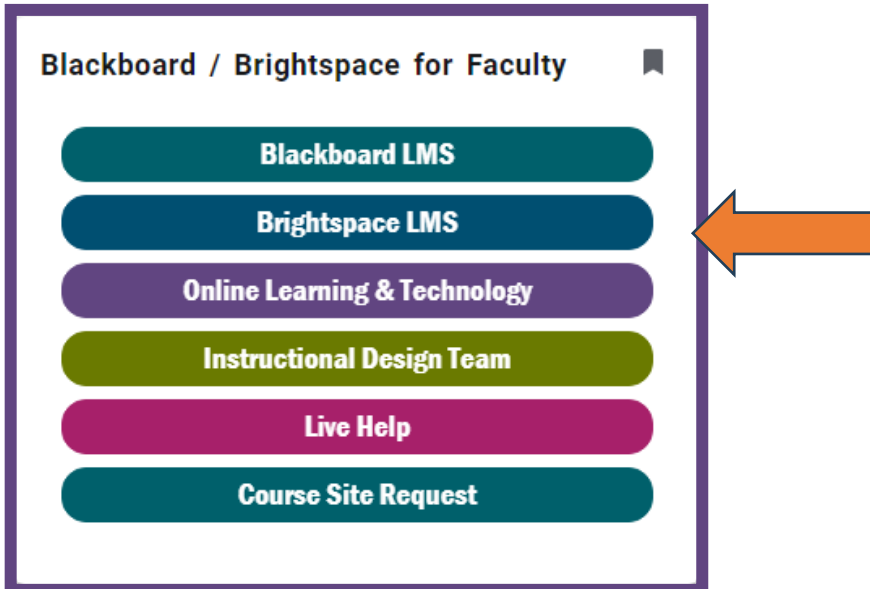


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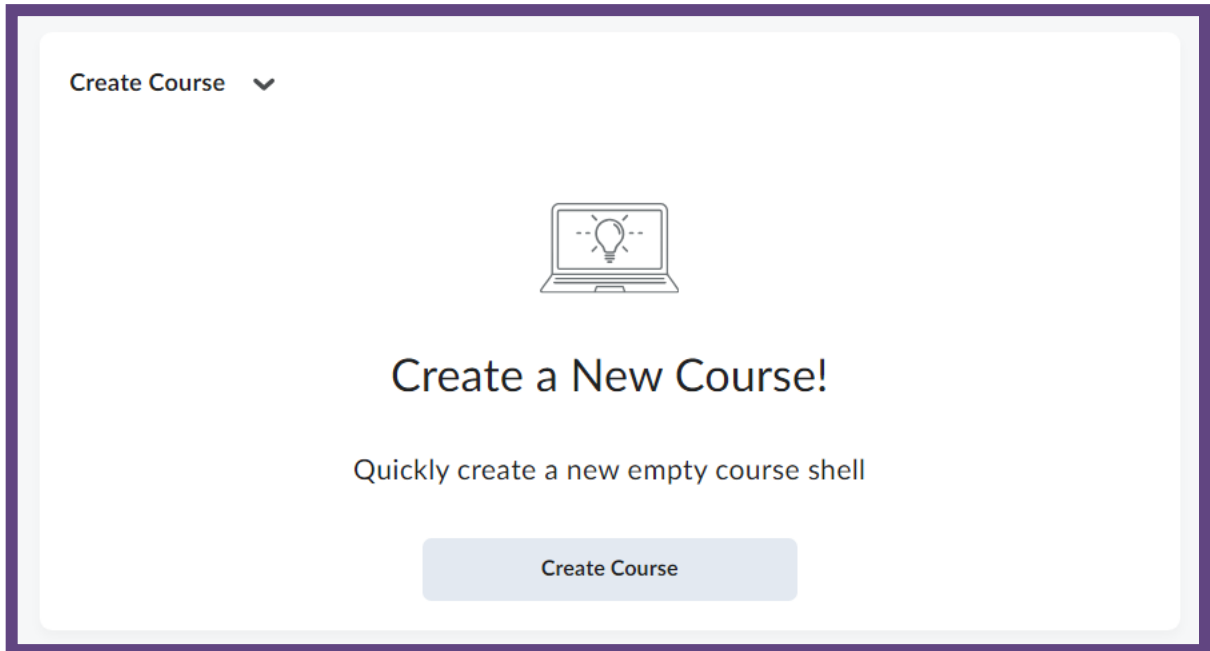
1. Log into [My Tri-C Space](#)
2. Navigate to “Blackboard / Brightspace for Faculty” card



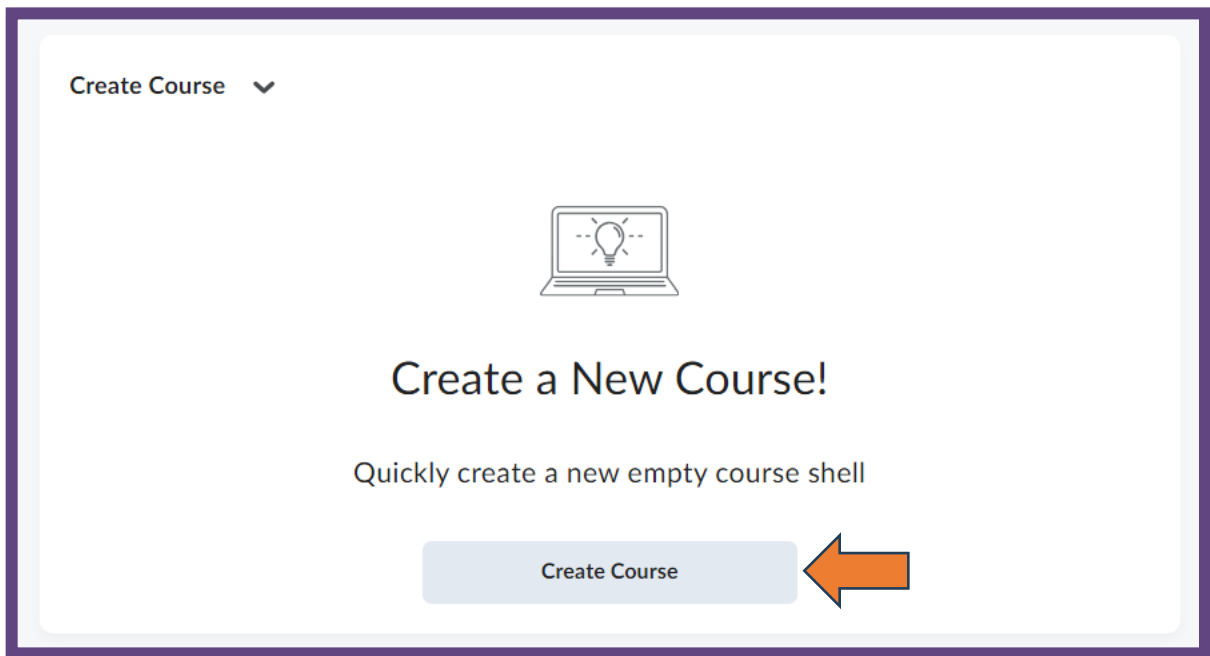
3. Select “Brightspace LMS”



4. On the Institution Homepage, scroll to the “Create Course” Widget



5. Select “Create Course”



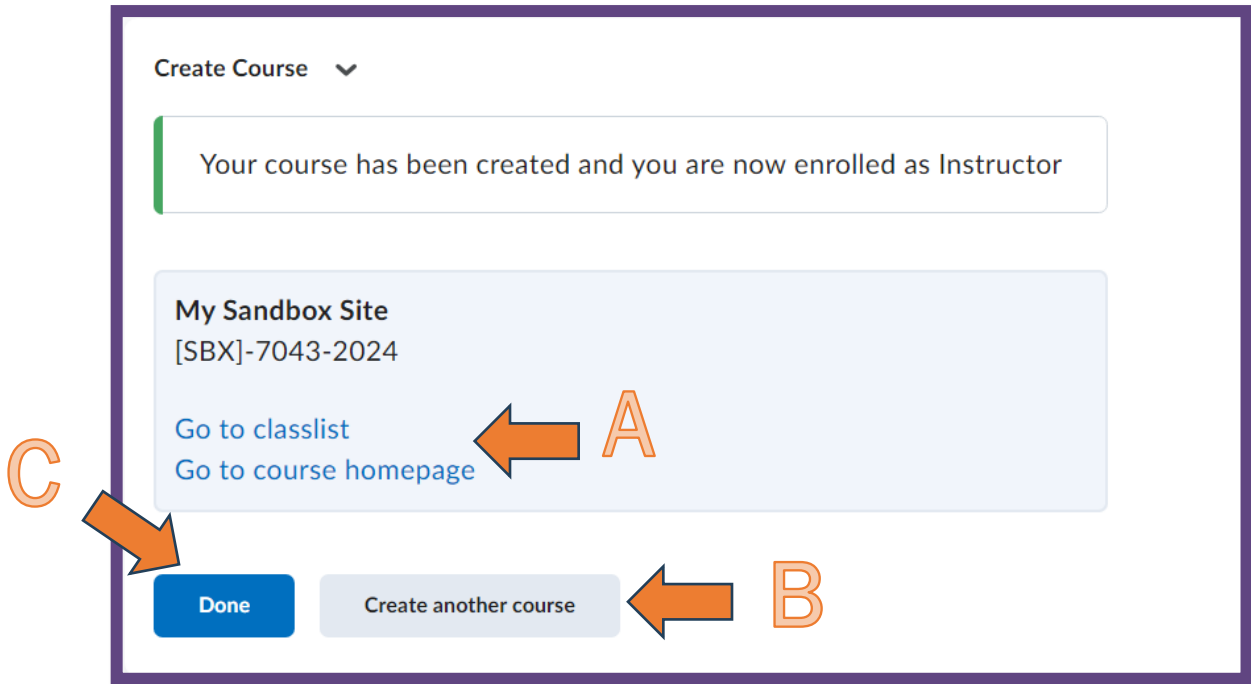
6. Input the following information
 - a. Enter Name of the site
 - b. Select "User Sandboxes" from the Department dropdown
 - c. Select "Next"

The screenshot shows a web form titled "Create Course" with a dropdown arrow. Below the title is the instruction "Choose a name and a department for your new course". There are three main input areas: 1. "Course Name *" with a text box containing "My Sandbox Site" and an orange arrow labeled "A" pointing to it. 2. "Department *" with a dropdown menu showing "-- Choose a Department --" and "User Sandboxes" selected, with an orange arrow labeled "B" pointing to the dropdown. 3. A blue "Next" button with an orange arrow labeled "C" pointing to it.

7. Review the information, select "Create Course"

The screenshot shows a confirmation screen titled "Create Course" with a dropdown arrow. The instruction reads "Confirm the following information is correct before continuing". A light blue box contains the following details: "Course Name" followed by "My Sandbox Site", and "Department" followed by "User Sandboxes". At the bottom, there is a blue "Create Course" button with an orange arrow pointing to it.

8. You will see a course site creation verification and have the following options:
- a. To access the course you just created, select "Go to Course Homepage" or "Go to Classlist"
 - 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"



9. To access the course site at a later date, view the “My Courses” Widget on the Brightspace homepage
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