Create a Sandbox Site

Go to the Courses Area

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From the Admin panel, go to "Courses".

Add Course

On the right side of the screen, click the "Add a New Course" button.

Enter Course Information

Complete the form using the following format:

- **Course Name**: Enter the user's name plus the word "Sandbox". *Example: John Doe Sandbox*
- **Reference Code**: Enter the user's NetID plus a period and the suffix "sbx". *Example: jd123.sbx*
- **Department**: Select "RT Sandboxes" (If you know the school that the user is associated with, you could also put it in the "Sandbox" subaccount for that school - *Example SOM Sandboxes*)
- **Enrollment Term**: Default Term

When you are done, click the "Add Course" button.

Adjust SIS ID

After the course is created, search for and enter the course.

Once you are inside the course, click the "Settings" button (1) in the left side navigation panel.

On the "Course Details" tab (2), go to the SIS ID field and enter the same value that you have in the Course Code. That value should be the user's NetID plus a period plus the suffix "sbx" - *Example: jd123.sbx*
Click Update

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When you are done, scroll down and click the "Update Course Details" button.