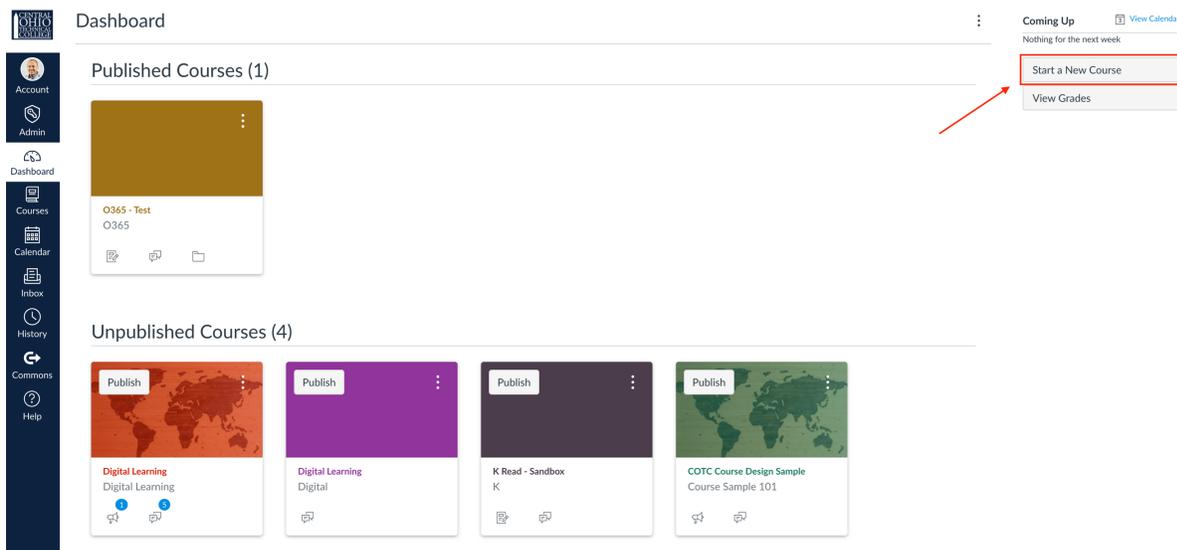


CANVAS – How to create a sandbox course in Canvas

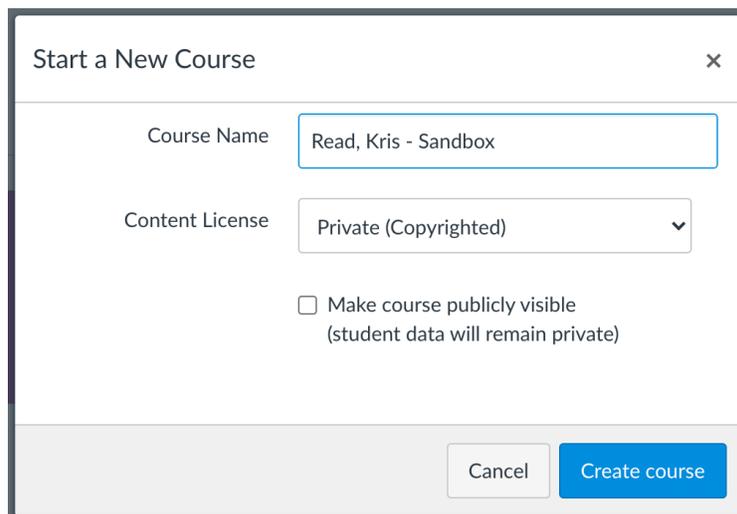
Instructions and screenshots below go through the process of creating sandbox courses within our Canvas environment.

Create a sandbox course

1. Click on 'Start a New Course' button from your Canvas Dashboard
2. Give it a Name, choose a license type, and click 'Create course' button to create the course (naming Convention – **Last Name, First Name** – Sandbox)
3. Next, you'll be taken into your newly created course.
4. Now you are ready to build your course



The screenshot shows the Canvas Dashboard interface. On the left is a vertical navigation menu with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled 'Dashboard' and features a 'Coming Up' section with a 'View Calendar' link. Below this, there are two sections: 'Published Courses (1)' and 'Unpublished Courses (4)'. The 'Published Courses' section shows a course card for 'O365 - Test'. The 'Unpublished Courses' section shows four course cards: 'Digital Learning', 'Digital Learning Digital', 'K Read - Sandbox', and 'COTC Course Design Sample'. A red box highlights the 'Start a New Course' button in the 'Coming Up' section, with a red arrow pointing to it.



The screenshot shows the 'Start a New Course' dialog box. It has a title bar with a close button (X). The form contains the following fields and options:

- Course Name:** A text input field containing 'Read, Kris - Sandbox'.
- Content License:** A dropdown menu with 'Private (Copyrighted)' selected.
- Make course publicly visible** (student data will remain private)

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Create course'.