

Unit Topic: Sandbox Management

Introduction

Sandbox courses are made available to professors so they may explore DC Connect tools and features, or develop new content, in a private space. The ability to create and manage sandbox courses is available to faculty through the DC Sandbox Management Tool widget found on the My Home page of DC Connect. The purpose of this document is to outline the steps professors may take to create and manage their suite of sandbox courses.

NOTE: The maximum number of sandbox courses professors can create using the Sandbox Management widget is fifteen.

Content

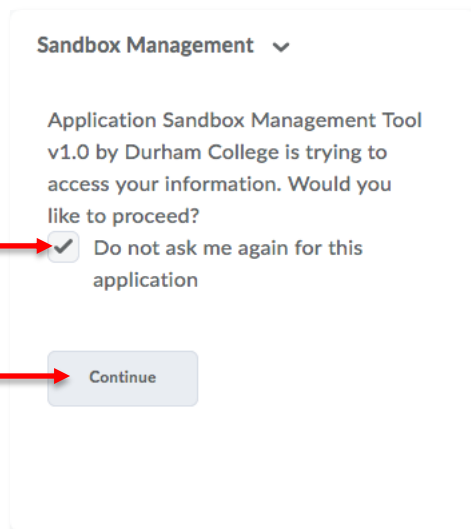
This document covers the following topics:

- How to Access the DC Sandbox Management Tool Widget
- Managing Sandbox Courses
 - Adding a New Sandbox
 - Renaming a Sandbox
 - Deleting a Sandbox
 - Enrolling another user in your Sandbox
 - Removing another user from your Sandbox

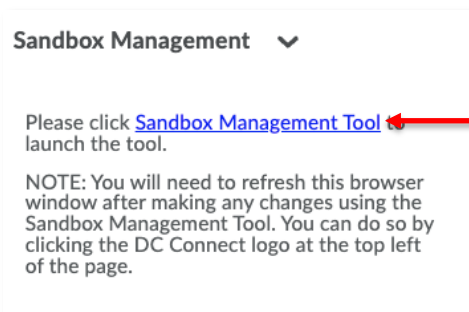
How to Access the DC Sandbox Management Tool Widget

The **DC Sandbox Management Tool** widget can be found on the **My Home** page of DC Connect. It is situated in the right-hand column of the main page, below the Updates and SALS ONLINE widgets. You may need to scroll down the page to bring it onto the screen.

When you first access the application, click the **Do not ask me again for this application** checkbox and then the **Continue** button.



This step simply allows the system to automatically name and enroll you as the Instructor of the newly created course. There is no security risk.



Click on the **Sandbox Management Tool** link to open it.

The Sandbox Management tool will open in a new (small) window.

NOTE: There is no progress bar or animated icon indicating your changes are taking place. Please be patient with the application as it runs in the background. If you find that your clicks have not registered, please close the DC Sandbox Management Tool window, and reactivate it.

Managing Sandbox Courses

Adding a New Sandbox

Brett, according to our records, you have 0 sandbox, what would you like to do?

You have no Sandboxes! To create a new Sandbox, please click on the 'Add' button!

Edit

Delete

Add

To create your first sandbox course, click the **Add** button in the **DC Sandbox Management Tool** window.

An information page will display to confirm the creation of the new sandbox. Click the **Done** button.

Hey Brett, a new sandbox titled

Brett Clayton's Sandbox 01

has been created and you are enrolled into it as an instructor. You can rename the sandbox using the edit tool in the Sandbox Management Tool.

Your request is now complete.

Done

Refresh your browser, or click the DC Connect logo to reload the page and see the result.



DC Sandbox Management Tool

lmswad.durhamcollege.net/WebApp_D...

Brett, according to our records, you have 1 sandbox, what would you like to do?

Brett Clayton's Sandbox 01

Edit

Delete

Add

The very first sandbox you create will be titled **(Firstname) (Lastname)'s Sandbox 01** and will automatically be populated with a course template that you can repurpose.

NOTE: Each time you Add a new sandbox, the system looks to the existing ones to determine what the new name should be. If there is no existing “Sandbox 01”, then “Sandbox 01” will be used, and the template automatically copied into it. If you would like a completely empty sandbox, be sure *not* to rename Sandbox 01.

All new sandbox courses will appear in the **Sandbox** semester and are automatically **Pinned** in your list of courses.

Renaming a Sandbox

To rename an existing sandbox course, select the appropriate sandbox by clicking its radio button...

DC Sandbox Management Tool
lmswad.durhamcollege.net/WebApp_D...

Brett, according to our records, you have 2 sandboxes, what would you like to do?

Brett Clayton's Sandbox 01
 Brett Clayton's Sandbox 02

Edit Delete Add

...and then click the **Edit** button.

Choose the **Rename** option in the pull-down menu.

Sandbox Edit Page
lmswad.durhamcollege.net/WebApp_D...

Brett,
For Brett Clayton's Sandbox 02, what would you like to change?
Please select an option from the available list below.

Rename

Cancel Go

Next, click the **Go** button.

Click in the text input field to edit the name of your selected sandbox.

Sandbox Edit Page
lmswad.durhamcollege.net/WebApp_D...

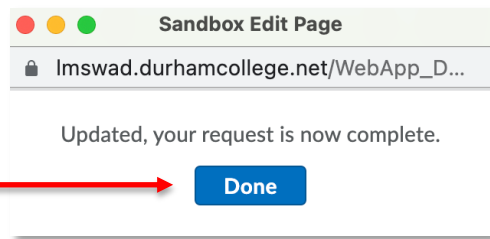
Rename your Sandbox titled
Brett Clayton's Sandbox 02 to
Brett Clayton's Sandbox

02

Cancel Submit

Then click the **Submit** button.

An information page will display to confirm update. Click the **Done** button.

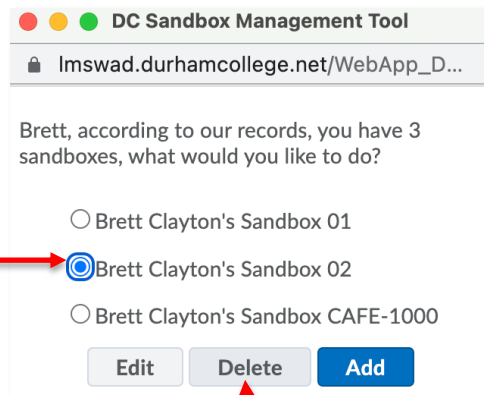


Refresh your browser, or click the DC Connect logo to reload the page and see the result.

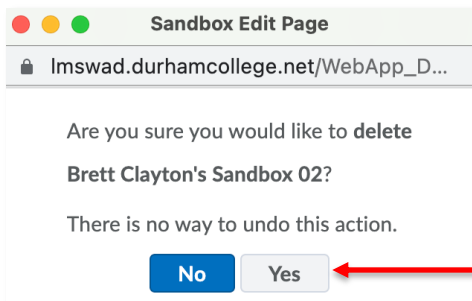


Deleting a Sandbox

To delete an existing sandbox course, select the appropriate sandbox by clicking its radio button...



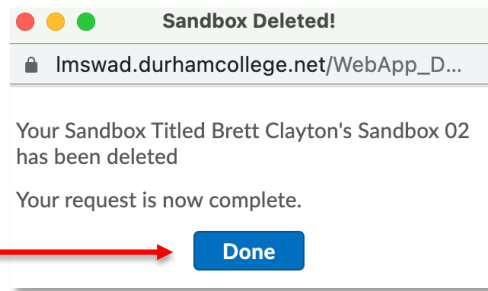
...and then click the **Delete** button.



An information page will ask you to confirm the delete process.

Click the **Yes** button if you are confident you wish to delete the selected sandbox.

An information page will display to confirm update. Click the **Done** button.



Refresh your browser, or click the DC Connect logo to reload the page and see the result.

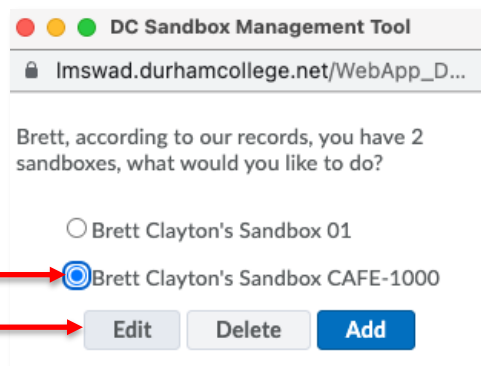


Enrolling another user in your Sandbox

It is possible to add other faculty to your sandbox for the purposes of collaboration or sharing of course materials. You can add your peers in the role of Instructor, which allows them full access to the course, or in the role of Content Copier, which allows them to only copy materials out to their own courses.

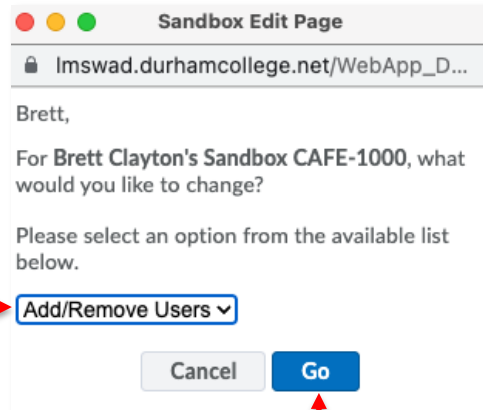
NOTE: You are not able to enroll student accounts into your sandboxes.

To add another user to your sandbox course, select the appropriate sandbox by clicking its radio button...



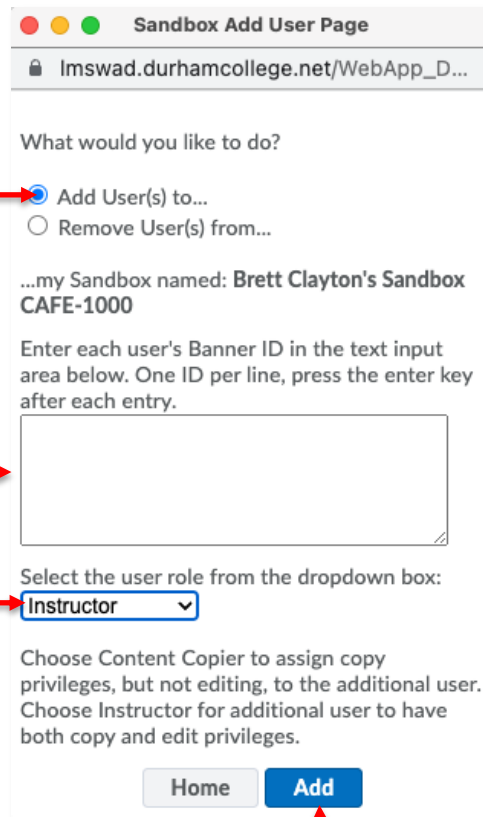
..and then click the **Edit** button.

Choose the **Add/Remove Users** option in the pull-down menu.



Next, click the **Go** button.

Click the **Add User(s) to...** radio button...

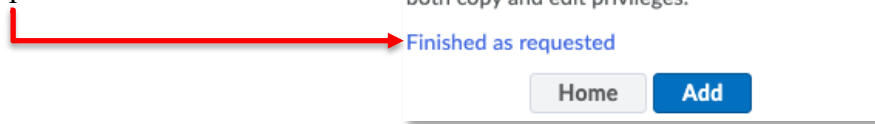


Type in the Banner ID of the users you wish to enroll in your Sandbox. You can enter multiple IDs, but each must be on its own line.

Use the pull-down menu to set the role of the new user.

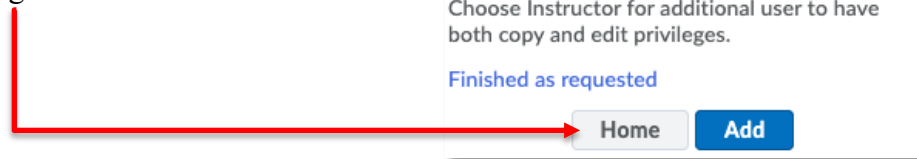
Click the **Add** button.

A confirmation note will appear at the bottom of the window, above the buttons, indicating the process is complete.



NOTE: This same process can be repeated to *change* the role of an existing user in your sandbox. From Instructor to Content Copier, or vice versa.

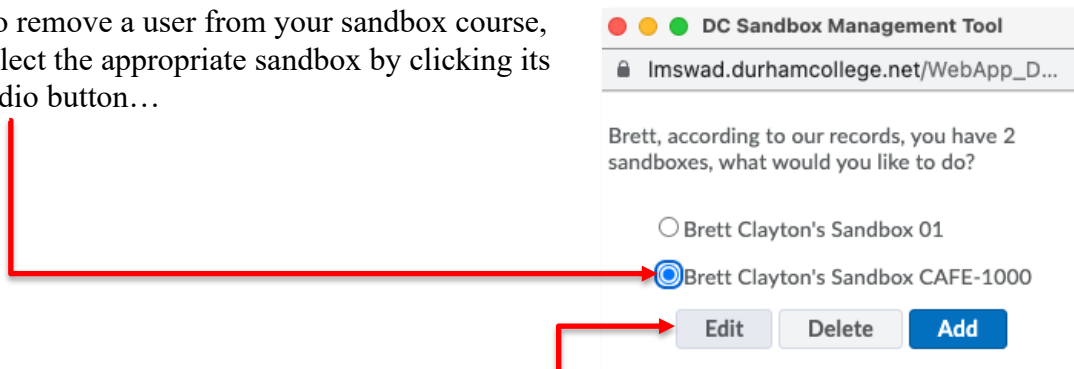
Click the **Home** button to reset the DC Sandbox Management Tool to its initial state.



Removing another user from your Sandbox

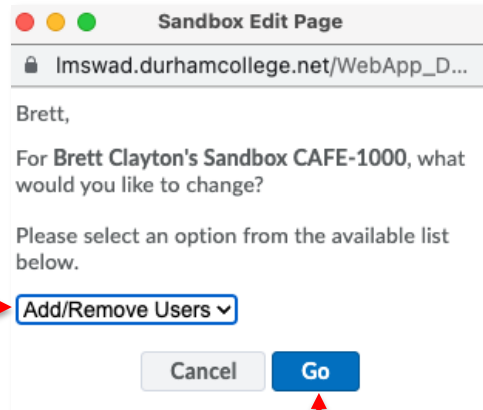
It is possible to remove another user from your sandbox (but not yourself).

To remove a user from your sandbox course, select the appropriate sandbox by clicking its radio button...



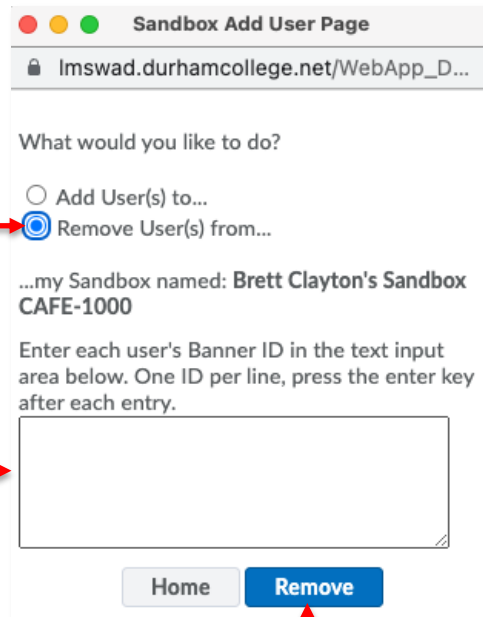
..and then click the **Edit** button.

Choose the **Add/Remove Users** option in the pull-down menu.



Next, click the **Go** button.

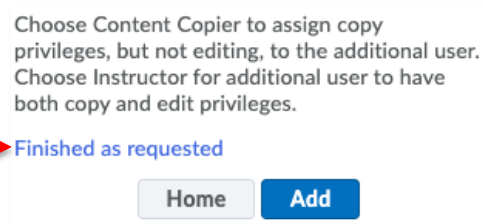
Click the **Remove User(s) from...** radio button...



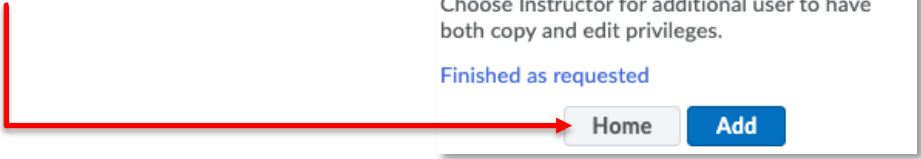
Type in the Banner ID of the users you wish to remove from your Sandbox. You can enter multiple IDs, but each must be on its own line.

Click the **Remove** button.

A confirmation note will appear at the bottom of the window, above the buttons, indicating the process is complete.



Click the **Home** button to reset the DC Sandbox Management Tool to its initial state.



Choose Content Copier to assign copy privileges, but not editing, to the additional user. Choose Instructor for additional user to have both copy and edit privileges.

Finished as requested

Home Add