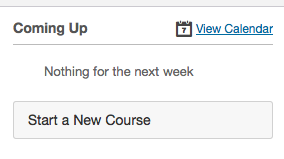
**Creating A Sandbox Course for Each 2016-17 Course Taught**

1. Log into your Canvas account.
2. You should be on the Dashboard page.
3. Select the “Start a New Course” button on the RIGHT side of your Canvas window:



1. Type in the following:

**1. Course Name:**

**2017-18 SANDBOX** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example:

“2017-18SANDBOX ADVANCED EARTH SCIENCE”

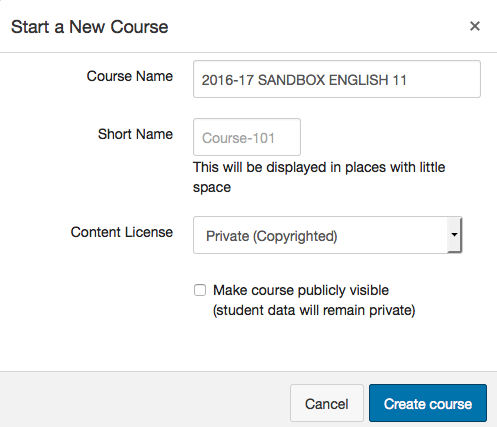
2. Short Name: **17-18SB ADV EARTH SC**

**\***Use “17-18SB” then an abbreviated version of your course. This will display **across the top of your Canvas course in the breadcrumb trail & will make management easier for you. Short is better.**

3. Content License-Select “**Private (Copyrighted)**”

4. Do not make it visible publicly due to copyrighted material you may be using.

5. Select “**Create Course**”



Macintosh HD:Users:mfedigan:Desktop:Screen Shot 2016-04-18 at 9.36.35 AM.png

\*Breadcrumb trail you will see

1. You will repeat this process for each 16-17 course you have created content in this year so that it will be available for the 17-18 school year.