

# Course Creation Options in Moodle

## A) Using the Automatically Created Live Course with Student Enrolments

- Each “live” course with student enrollments is automatically created about 8 weeks before the term start date
- If you would like to start developing your course before then, you will need to request a “sandbox” course (see instructions below).
  - Think of the “sandbox course” as a temporary space to begin course development that gets finished in the final, “live” course. The “live” course then becomes the next version of the course to copy into a “sandbox” course for future edits.

## B) Requesting a “Sandbox” Course to be Created without Student Enrolments

There are two main steps to request a “sandbox” course.

1. Please use the [Course Request Form](#) and fill out the following fields:
  - **Course name:** Please use the following example structure using the specific details from your course and the term you are developing for: *NURS5350 - Clinical Reasoning in Advanced Health Assessment (In Development - Winter 2026)*
  - **Course short name:** Please use the following example structure using the details of your course: *NURS 5350 W26 In development*
  - **Category:** Start typing nursing and choose the latest term available for the School of Nursing (e.g. TRU Fall 2025 / School of Nursing (Fall 2025))
  - **Summary:** leave blank
  - **Additional information:** You can request to have content copied in from a previous version of the course. However, if you are not the owner of the previous course, we need permission from the course owner. You can send a follow up email to [moodlesupport@tru.ca](mailto:moodlesupport@tru.ca) with permission details, as needed.
2. Email [moodlenp@tru.ca](mailto:moodlenp@tru.ca) confirming you filled the form out.

**Please note:** If you use a “sandbox” course, you will need to copy the content to the “live” course before term starts. Additional edits can then be made in your “live” course.

- You can request the [moodlenp@tru.ca](mailto:moodlenp@tru.ca) team to do this (we will need to know the exact name of each course and the details about what you want copied over).
- You can do this yourself [using these instructions](#)