

## HOW TO CREATE A BLANK PAGE

The blank page tool allows you to include files, images, and text as a link in a course area. Blank pages present content in a different way than items do. No description appears below the title of the page. Users see your content only after clicking the link. This reduces the amount of scrolling and streamlines the appearance of the course area. Blank pages can include mashups, links to course content, and file attachments.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Blank Page**.
5. Replace the "New Page" title with a descriptive name for the page. This becomes the link in the course area. No description appears with the link title.
6. Type your content for the page in the **Content** box.
7. Attach a file using one of the following options. File attachments appear as links with the blank page link in the course area.

\* Indicates a required field.

### 1. Content

Content

Path: p

### 2. Attachments

Attach File

- To upload a file from your computer, click **Browse My Computer**.
  - To upload a file from the course's storage repository:
    - If Course Files is the course's storage repository, click **Browse Course**.
- OR-
- If your institution licenses content management, click **Browse Content Collection**.

8. Select **Options**:
9. Select **Yes** to **Permit Users to View this Content**.
10. Select **Yes** to **Track Number of Views**.
11. For **Enter Date and Time Restrictions**, you can set the blank page to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect blank page availability, only when it appears.

12. Click **Submit**.

When **Edit Mode** is **ON** and you click the link to a blank page, you see the **Edit** page. To see the blank page as users do, change **Edit Mode** to **OFF**.

*NOTE:* You can create a blank page directly on the course menu for critical information. Remove blank pages from the course menu as soon as the information is no longer needed. For example, you might add a map image for an upcoming field trip, information and photo for a guest speaker, a checklist of reading materials and websites to visit before a chat session, or a study guide for the final test.