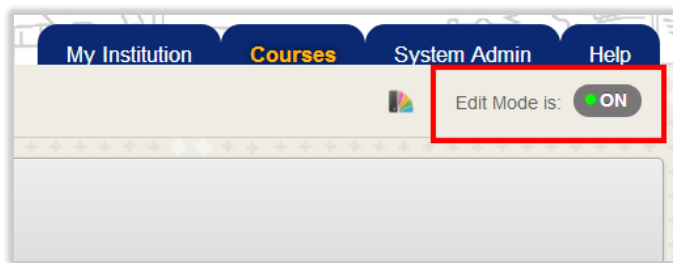


## Creating a Blank Page in a Content Area

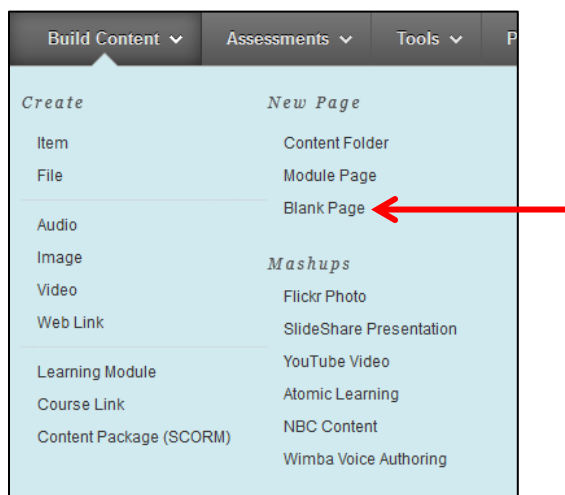
### Introduction

The blank page tool allows you to include files, images, and text as a link that presents information immediately and all at once to students in the display frame of the course space. 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.

**Step 1:** Once in the course space, make sure Edit Mode is ON.



**Step 2:** Click “Build Content” and select “Blank Page.”



**Step 4:** Name the Blank page and type your content for the page in the **Content** box. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.

The screenshot shows a content editor interface. At the top, there is a title field containing "Syllabus Sample" with an asterisk indicating it is a required field. To the right of the title field is a color selection dropdown set to "Black". Below the title field is a note: "\* Indicates a required field." The main content area is titled "1. Content" and contains a rich text editor toolbar. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph styles, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, link management, and various media insertion tools like images, video, audio, and mashups. Below the toolbar is a large text area for entering content. At the bottom of the content area, it says "Path: p". Below the content area is a section titled "2. Attachments". This section includes a note: "If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The fil". Below this note are three buttons: "Attach File", "Browse My Computer", and "Browse Content Collection". The "Attach File" and "Browse My Computer" buttons are highlighted with red boxes. Red arrows point from the "Attach File" button to the title field, from the "Browse My Computer" button to the content editor toolbar, and from the "Browse Content Collection" button to the "Browse My Computer" button.

### Step 7: Select Options:

- Selecting **Yes** to **Permit Users to View this Content** allows students to see this page.
- Select **Yes** to **Track Number of Views** if you would like to see how many views this page receives.
- 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. Display restrictions do not affect blank page availability, only when it appears.

**3. Options**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

### Step 8: Click Submit.

\*Note: 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 student users do, change **Edit Mode** to **OFF**.

## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).