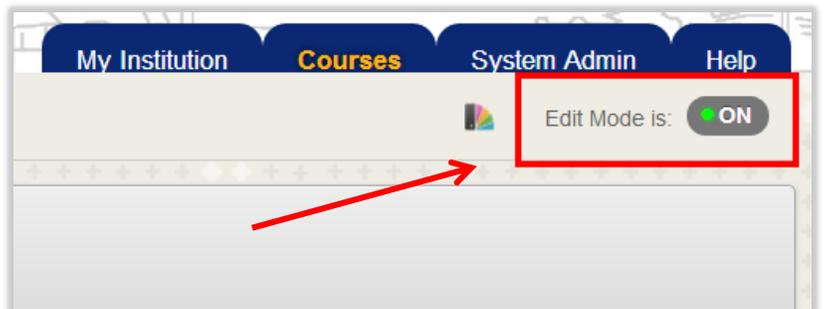


Creating a Blank Page

Introduction

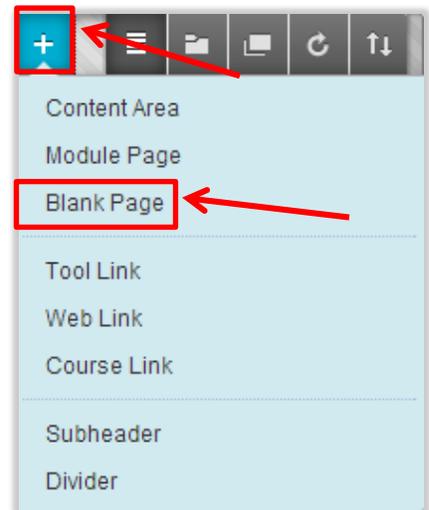
The blank page tool allows you to include files, images, and text as a link that presents information immediately and all at once to students in the display frame of the course space. Blank pages present content in a different way than items do. No description appears below the title of the page. Users 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.

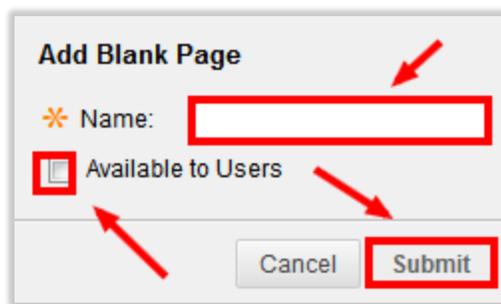


Step 2: Once the “+” symbol appears atop the course menu, click to view a list of items to be added.

Step 3: Select “Blank Page”.



Step 4: Name the Blank page. This becomes the link in the course menu. For example, choosing a Blank page to house your syllabus in a course space will display it more like a webpage to students rather than just a file they will then have to open. Using the Blank page for a syllabus also allows for providing your syllabus to be an attachment for students in case they opt for a personal hard copy.



Step 5: 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. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder. Attachments you upload using the Content Editor can be launched in a new window and can include alternate text to describe the attachment. Files attached in the Content Editor are visible to students only after they click the blank page link.

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, a red arrow points to the asterisk and another red arrow points to the "Syllabus Sample" text. Below this is a section titled "1. Content". Inside this section is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. A red box highlights the entire toolbar area. Below the toolbar is a large text area for entering content. At the bottom of the page, there is a section titled "2. Attachments". The "Attachments" title is highlighted with a red box. Below it is a note: "If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file will be removed from the content item." Below the note are three buttons: "Attach File", "Browse My Computer" (highlighted with a red box), and "Browse Content Collection". A red arrow points from the "Browse My Computer" button back to the "Attachments" title, and another red arrow points from the "Browse My Computer" button to the "Attach File" button.

Step 6: Attach a file using one of the following options. File attachments appear as links with the blank page link in the course area.

- To upload a file from your computer, click Browse My Computer.
- To upload a file from the course content collection click "Browse Content Collection."

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.