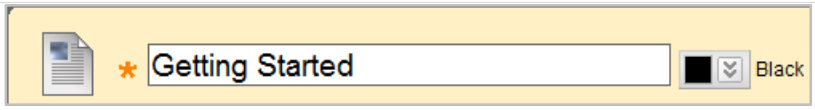
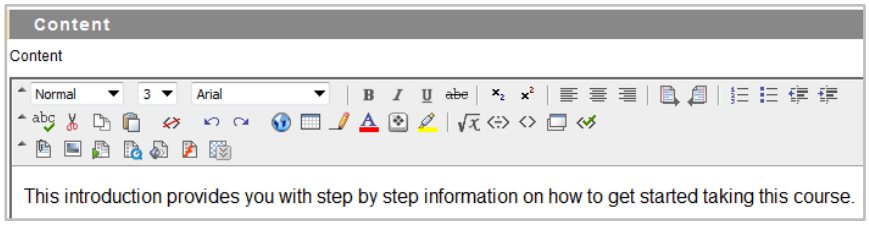
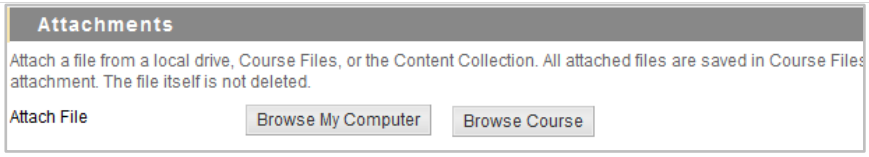
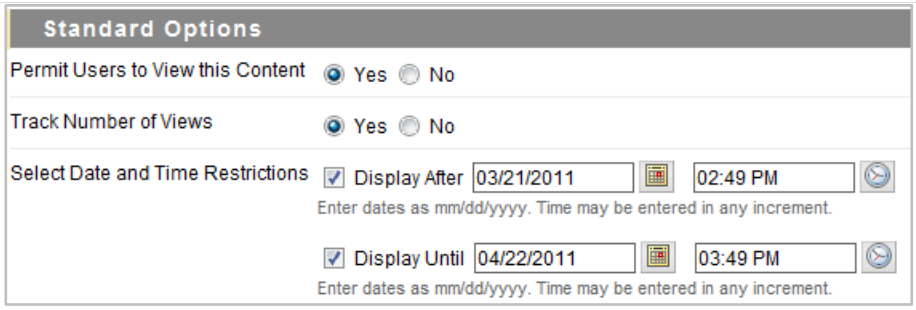
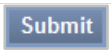
CREATING A BLANK PAGE

View the video tutorial

How to create a blank page as part of the course menu

A blank page presents information about a single page. You can create a blank page as part of the menu.

Step 1	Make sure the **Edit Mode** is **ON**	
Step 2	Hover your mouse over the **Build Content** menu, and then click **Blank Page** from the menu.	
Step 3	• Type the **name/title** of the blank page. • **Content**: Type a Description of the blank page.	 
Step 4	**Attachments:** **Find File:** Click the **Browse My Computer** button. Look for the file(s) on your computer or other storage device. Select **Open**.	

Step 5	**Options:** • **Permit Users to View this Content:** Click **Yes** or **No** to make this link available to users enrolled in the course. • **Track Number of Views**: Click **Yes** or **No** to enable tracking for the page. • **Select Date and Time Restrictions**: Click the checkboxes to enable and choose dates and times to **Display After** and **Display Until.**	
Step 6	Click **Submit** to finish.	
	Notes: ○ Blank pages use the text editor for creating the content that will appear on the page ○ Blank pages can be organized under a folder. Create your folder and follow the same steps as listed above.	