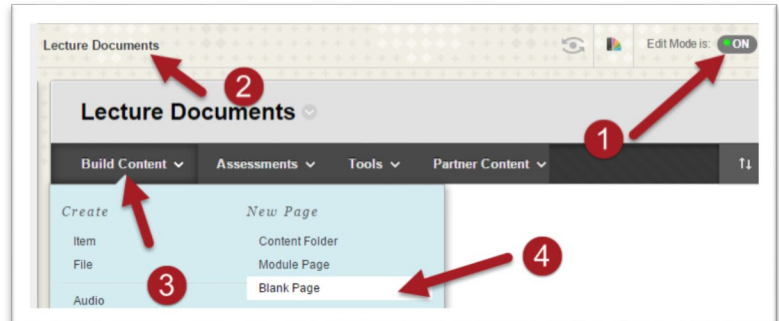


The Blank Page tool allows you to post content in webpage format within your course. Pages present content in a different way than “Items” do. No description appears below the title of the page. Users see your content only after clicking the link. This reduces the amount of scrolling and streamlines the appearance of the course area. Blackboard Pages can include text, images, video, links, tables and other items. The “Blank Page” content type is often used for lecture documents.

*Note: Blank Pages do not always print cleanly in Blackboard. If you are presenting content that you are expecting your students to print, you should also post the information in a file format (such as a pdf).*

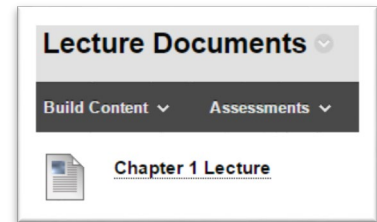
## CREATING A BLACKBOARD PAGE:

1. Verify that your Edit Mode is “**ON**” (1).
2. Access the content area or folder in which you would like to add the page (2).
3. On the action bar, point to **Build Content** (3) and click **Blank Page** (4).



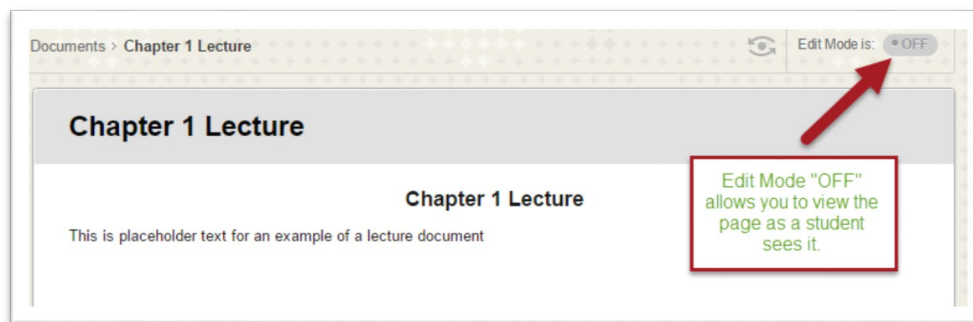
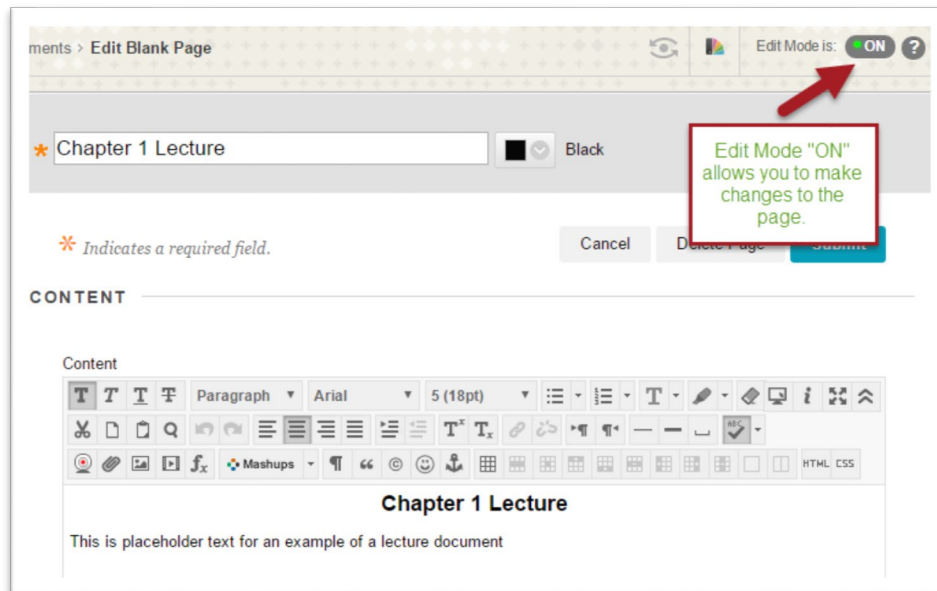
4. Replace the “**New Page**” title with a descriptive name (1). This becomes the link that the students will click on to access the page. Type your content for the page in the Content box and format as desired using the Content Editor (2).
5. Attach a file if necessary (3). *This is a great location to upload a printable version of the content that you are including on the page as described above.*
6. Select your viewing options (4). You may make the page automatically available to students, or restrict the display of the page to a future date.
7. When finished, click the **Submit** button (5).

You will now see the link to your page listed in the content area.



## EDITING A PAGE

When you click on a link to a page with Edit Mode **ON**, you are taken to the “Edit Page” screen. If you would like to view the page as students do, change Edit Mode to **OFF** either before clicking on the link or from within the Edit Page window..



## ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

