In Blackboard Learn, a **blank page** allows instructors to create a single page where content can be added to the page using the **Visual Text Box Editor (VTBE)**. The VTBE will allow instructors to format the layout of the page, add links to external websites, upload files, and even include multimedia content within the page.

- Log in to Blackboard Learn, and in the **My Blackboard** tab, click the name of the course where you wish to add a blank page.

- To add a blank page to the course menu, hover over the **Add Menu Item** button at the top of the course menu. Click **Blank Page** in the menu that appears.

- The menu will be replaced by an **Add Blank Page** box. Click the **Available to Users** option if you want to make the blank page immediately available to students, otherwise leave it blank. Click **Submit** to create the blank page.
✓ Use the Visual Text Box Editor (VTBE) to add content for the Blank Page.

✓ You may then add attachments to the page, and set availability of the page.

✓ To preview the blank page with content added, **click** to turn **Edit Mode** off.

✓ When finished editing the blank page, **click Submit**.