

# Syllabus (SYL) Checklist

Version 7

Published 12/10/2025 by [David Trinh](#) Last updated 3/26/2026 5:31 AM by [David Trinh](#)

**Syllabus (SYL)** is our new syllabus system that combines both our old course outline and weekly addendum content together. Pre-configurations to the SYL have been made for each of your courses using our team's best efforts to align them with the course outline and primary addenda. Our intent was to provide you with most fields pre-populated. Please review the weekly schedule, assessments, and promotion policies to ensure they align with the course you are teaching.

To assist with having your syllabus prepared, please use the following checklist:

## ☒ **There are 2 links**

- The **admin link** provides you the ability to modify the Syllabus ([SYL Admin Site.mp4](#))
- The **public link** is what needs to be shared with your students ([SYL Public Site.mp4](#))

## ☒ **Copy or Create a Syllabus**

- Decide whether to copy an existing syllabus or create a new one.
- If you created one and need it deleted, contact your admin team.
- **Resource:** [SYL Copying syllabus.mp4](#)

## ☒ **Configure the Syllabus**

- **Resource:** [SYL What Components to Configure.mp4](#)

## ☒ **Pre-requisites**

- List the course pre-requisite(s).
- Contact your admin team if unsure.

## ☒ **Reference Material**

- List any required reference materials.

## ☒ **Required Supplies**

- List any supplies needed for the course.

#### ☒ **Modes of Evaluation**

- List all assessments and their weights.
- **Resource:** [SYL Modifying Modes of Evaluation.mp4](#)

#### ☒ **Notes**

- Include course promotion policies.
- **Resource:** [SYL Updating Course Promotion Policy.mp4](#)

#### ☒ **Schedule of Topics and Assignments**

- Each week should include:
  - Topic
  - Required readings
  - Assessments listed in the week they are due
  - Assessment weights in brackets (e.g., Lab 1 [5%])
- **Resource:** [SYL Configuring Weekly Schedule.mp4](#)

#### ☒ **General Boilerplate**

- Add any additional course information.
- Hide this section if not applicable.

#### ☒ **Publish your SYL**

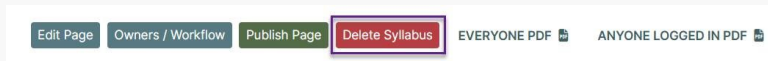
- Once the administrative team approves your SYL, it can be publicly accessible via [syl.senecapolytechnic.ca](http://syl.senecapolytechnic.ca)
- If you do not see the SYL available, either your SYL is pending approval or it has been rolled back by your administrative team for revisions.

#### ☒ **Create a SYL Link**

- Add the SYL link in Blackboard under **Course Information / Details**.
- **Resource:** [SYL Create SYL Link.mp4](#)

## OH NO! I messed up, how do I delete my syllabus and start again?

1. Access the syllabus via the CourseLeaf url [Search Classes](#) and click on the NEW “Delete Syllabus” button.



Confirm action when pop-up window opens.

2. Search for class again. Both the “Create Syllabus” and “Copy Syllabus From” red buttons will be available once again to start over.



Additional Resources:

<https://employees.senecapolytechnic.ca/spaces/313/courseleaf/home>