Syllabus (SYL) Checklist

Version 4

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 feel free to use the following checklist:

⬜ 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
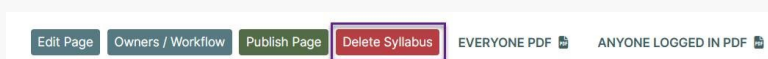
⬚ General Boilerplate

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

⬚ 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.

CREATE SYLLABUS   **COPY NEW SYLLABUS FROM...**