A course syllabus provides students with the essential information they need to be successful in the class. Here we provide some quick tips for an effective course syllabus.

**Syllabus Checklist**
- Course information
- Course communication
- Course policies
- Course resources

**Schedule Checklist**
- Weekly schedule
- General topics/major assignments
- Deadlines

**Syllabus Design**
- Make sure the syllabus follows universal design practices
- Chunk the information into useful categories with clear headlines
- Include links when relevant

**Engagement**
- Post the syllabus to Blackboard in a highly visible location
- Make a short video about the most important elements
- Create a low-stakes quiz where students can demonstrate their understanding

**Ask**
- Have I included all essential information?
- Are the policies and deadlines clear?
- Have I emphasized important information?

**Resources**
- Essential elements of an online syllabus checklist
- Sample online course syllabus
- Uploading an online syllabus