



Step 1:

Kean Simple Syllabus login: <https://kean.simplesyllabus.com/en-US/login>



KEAN

Sign in to Simple Syllabus



Login using your institution credentials

[Click here to login with your Simple Syllabus email and password.](#)

Enter your Kean username and password. (Note, if you are already logged in Kean email, it will automatically log you in)

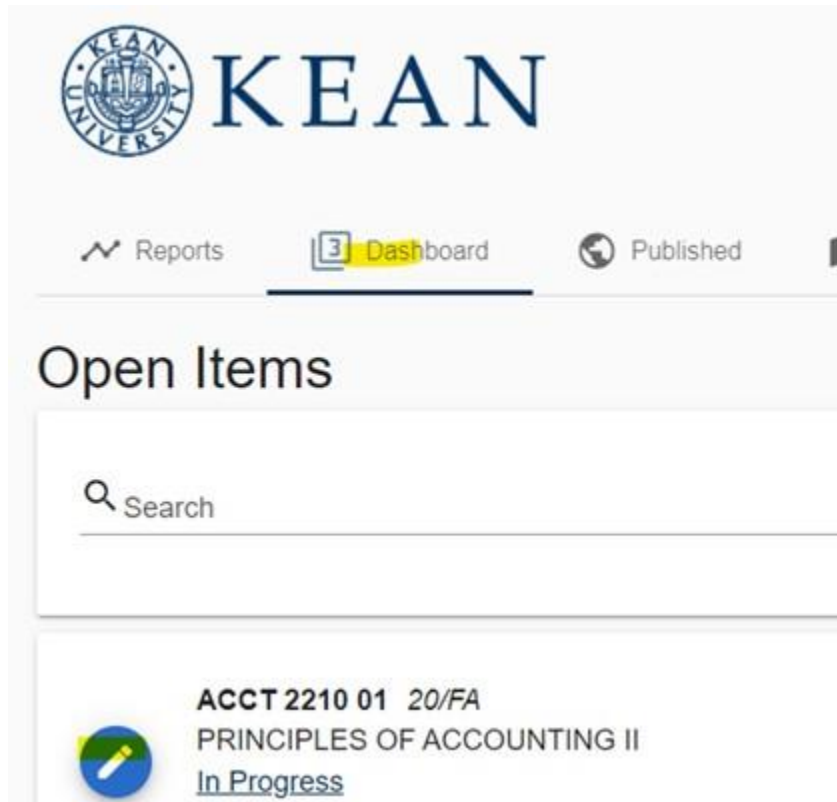
A single login for all your apps.

Enter your credentials to continue

[Forgot Password](#)

Step 2:

Once logged in, you will see a tab for Dashboard:



Click on the Dashboard, and you will see your Course Section(s) with a pen icon next to it. Click on the pen icon and it will take you to the Syllabus template.

You should see sections with orange borders. Any sections with orange borders need your input. You can edit by clicking on the pen icon.

See sample screenshots below.

Step 3:

Enter pertinent information in each section.

Instructor Information:



The screenshot shows the 'Instructor Information' form. At the top, there are two toggle switches: 'Visible' (disabled) and 'Public' (enabled). Below these is an 'Add new' button with a pencil icon. The main content area contains the following text: 'Instructor Name: Solman Ahmed', 'Office Location: Test', 'Office Hours: 12pm', and 'Email: soahmed@kean.edu'. There are also two small icons (a grid and a pencil) to the left of the text.

Instructional Technique(s):




The screenshot shows the 'Instructional Technique(s)' form. At the top, there are two toggle switches: 'Visible' (disabled) and 'Public' (enabled). Below these is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and other formatting options. The text area contains the placeholder text 'Type something'. At the bottom left, there is a 'Required' label, and at the bottom right, there is a character count '0'.

Required Textbooks and Materials:

Required Textbooks and Materials

Visible Public

 **Add new**

Your [Campus bookstore](#) offers a Price Match guarantee. If you find our class texts or access codes cheaper at Booksmart, Barnes & Noble, or Amazon the campus bookstore will match the price at the time of purchase, or for up to 7 days after purchase. Search your course materials by the ISBN provided in this syllabus to assure that your price match is acceptable.

Required

Note: You can click on the pen icon to add textbooks, search for books by Title or ISBN, and then save.

Required Textbooks and Materials

Visible Public

🔍 **Book search**

Thumbnail
Add image

Title *

Subtitle

ISBN

Authors

Publisher

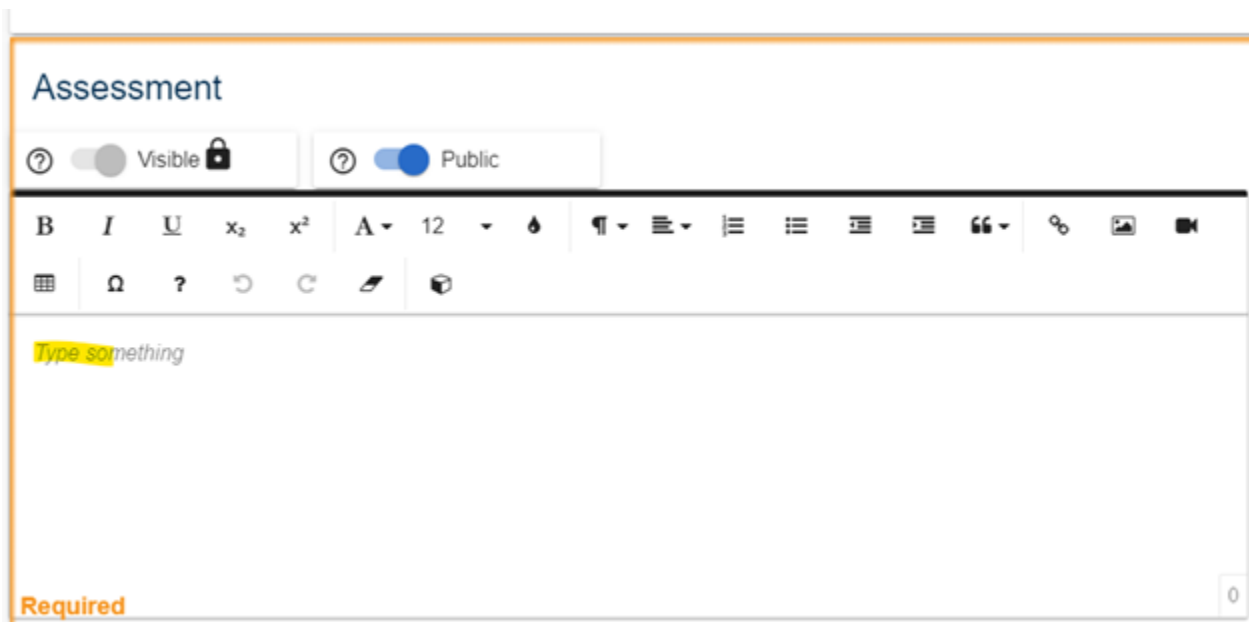
Publication Date

Edition

Link

*Required

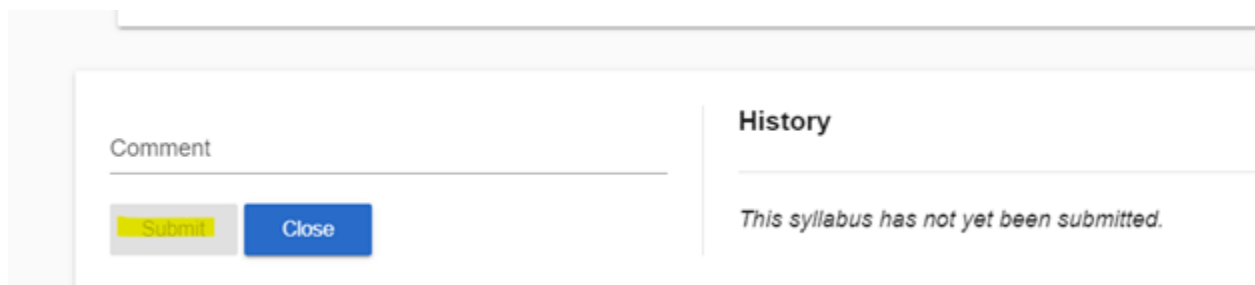
Assessment:



The screenshot shows a web-based assessment editor. At the top, the word "Assessment" is displayed. Below it are two toggle switches: "Visible" (currently off) and "Public" (currently on). A rich text editor toolbar is visible, containing options for bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), font color (A), font size (12), bulleted list, numbered list, link, unlink, quote, insert image, and video. The main text area contains the placeholder text "Type something" in yellow. At the bottom left, the word "Required" is written in orange, and at the bottom right, there is a small box containing the number "0".

Step 4:

Once all the required sections have been entered properly, the orange borders will disappear. You can then **submit** the syllabus. The syllabus goes to the ED/Chair of the prog/dept/School for their review and approval. Please note that once submitted, you cannot edit unless the ED/Chair rejects the submitted version.



The screenshot shows a dialog box with two panels. The left panel is titled "Comment" and contains a text input field and two buttons: "Submit" (highlighted in yellow) and "Close" (blue). The right panel is titled "History" and contains the text "This syllabus has not yet been submitted."

For any questions, please reach out to:

Dr. Jue Yu/Catherine

(Office of Accreditation and Assessment)