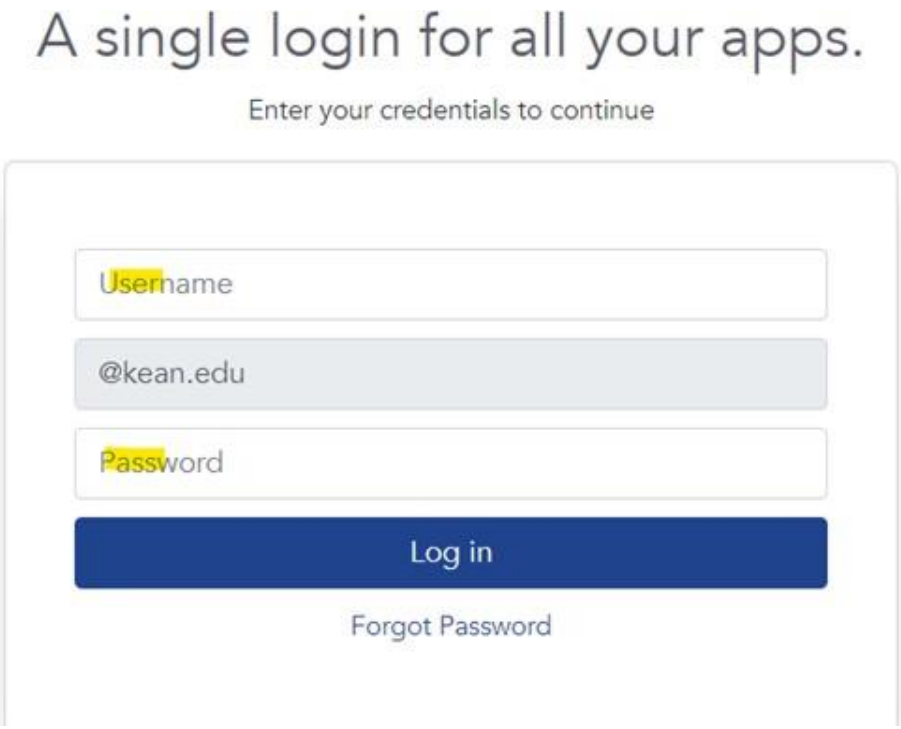
Step 1:

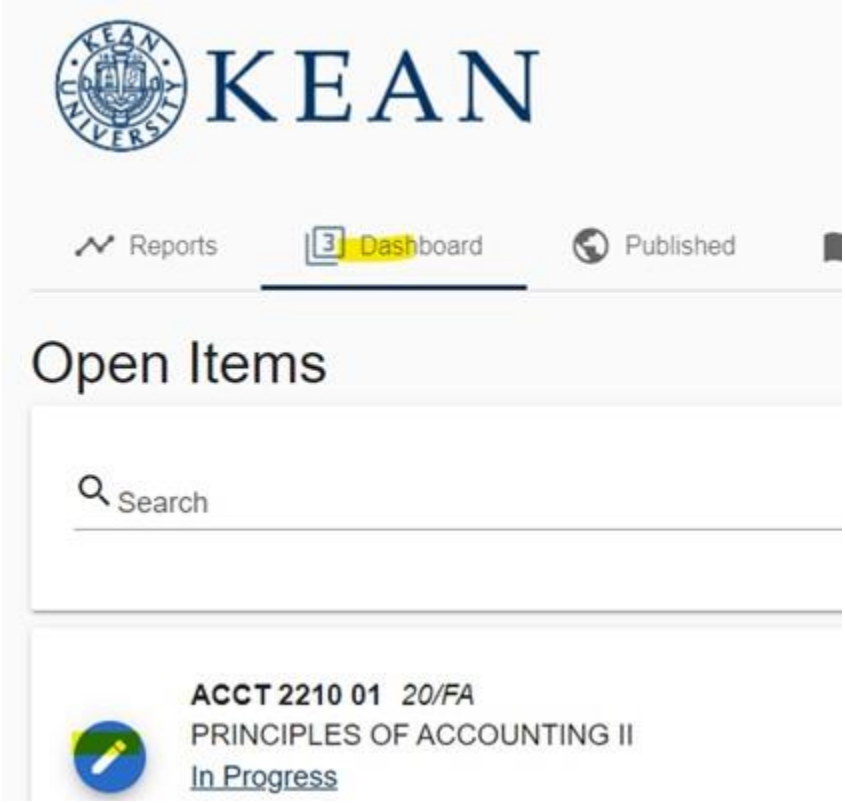
Kean Simple Syllabus login: https://kean.simplesyllabus.com/en-US/login

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



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.

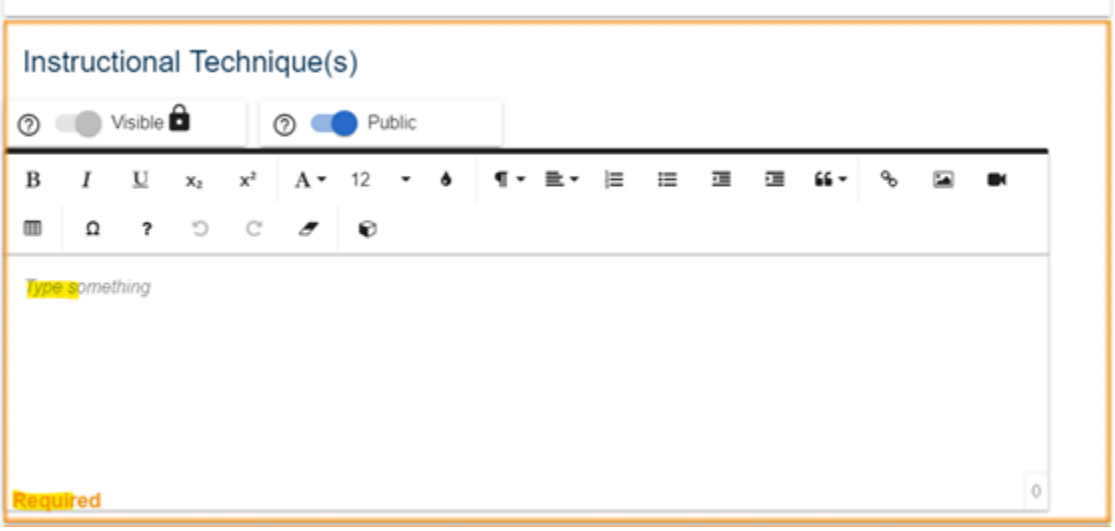
See sample screenshots below.

Step 3:

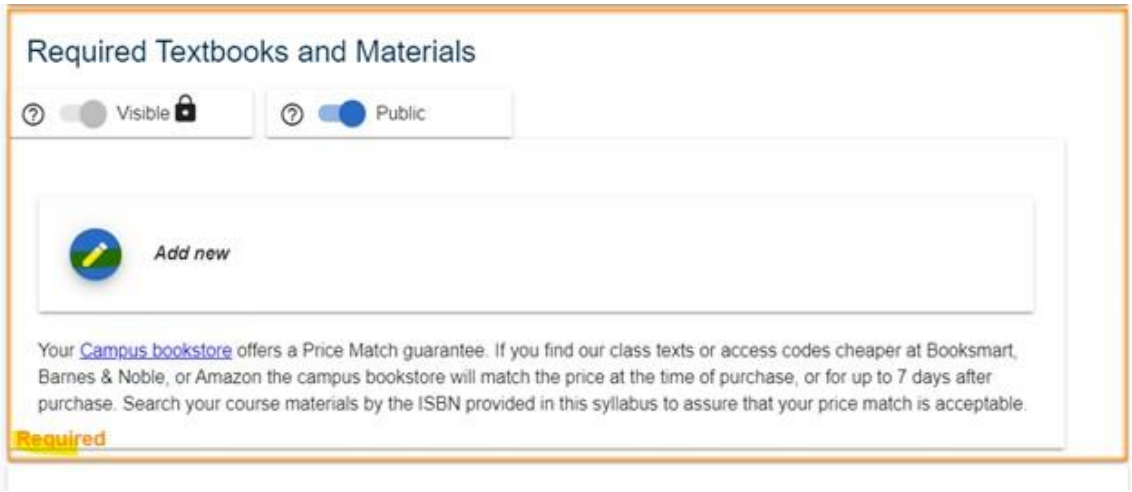
Enter pertinent information in each section.

Instructor Information:

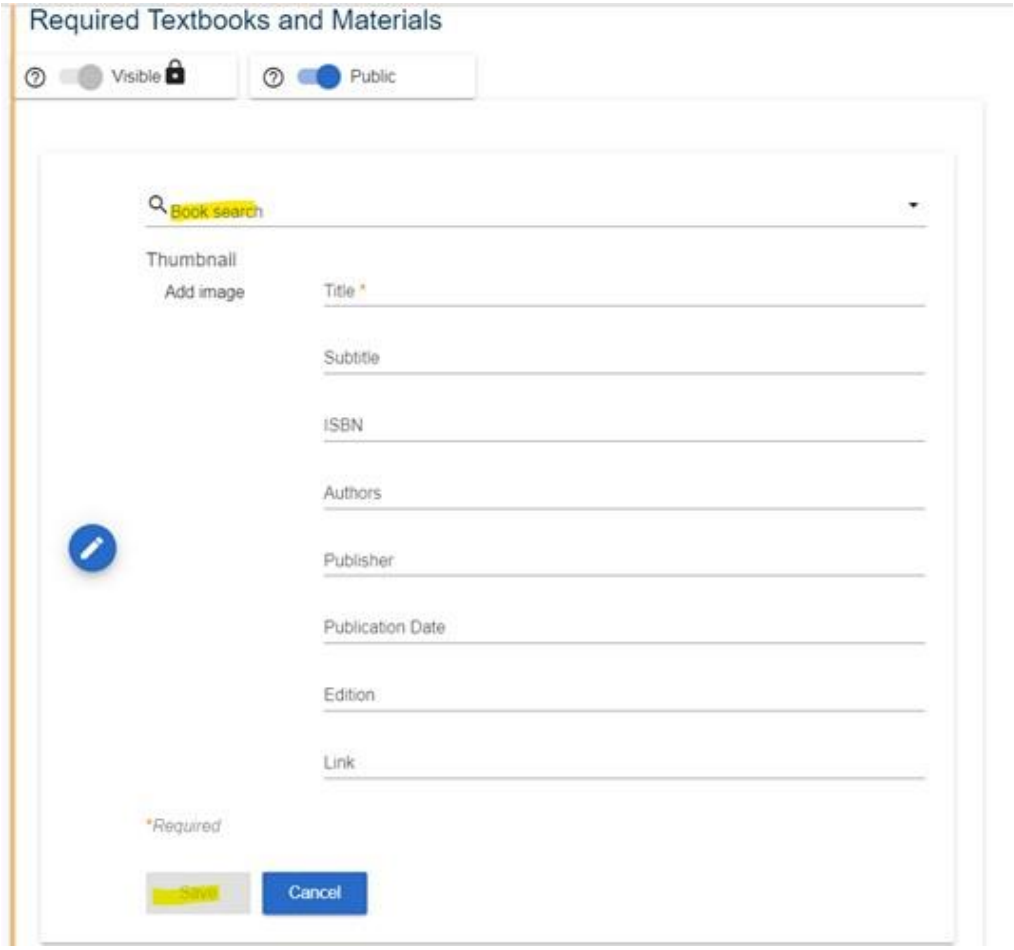
Instructional Technique(s):



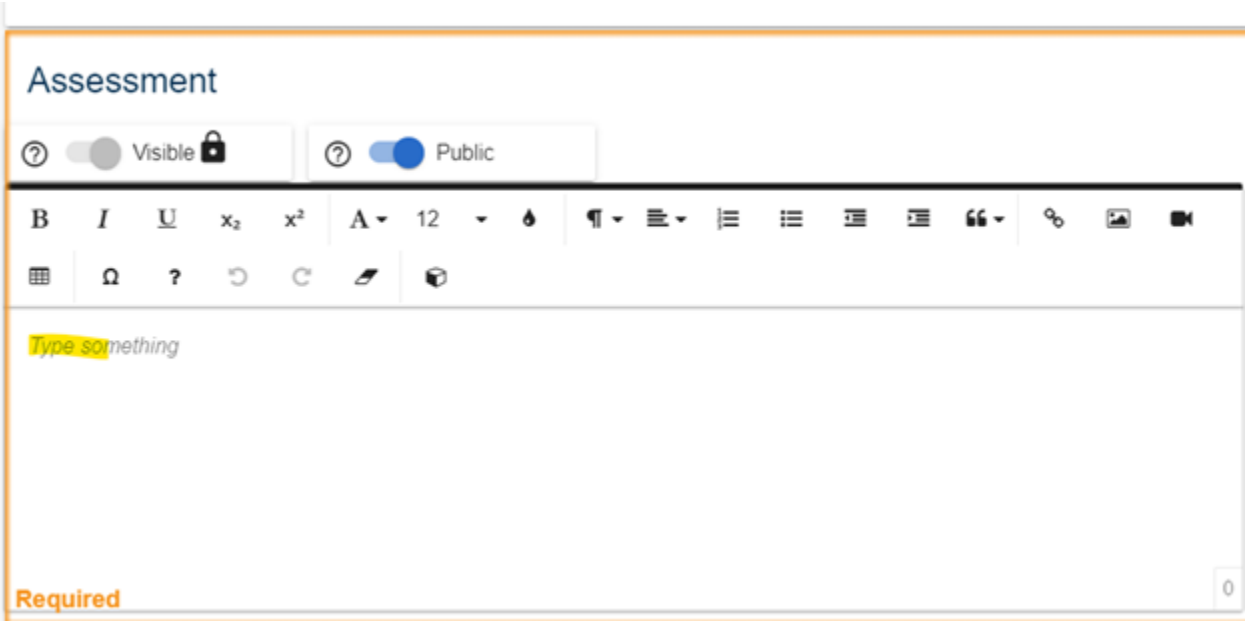
Required Textbooks and Materials:



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

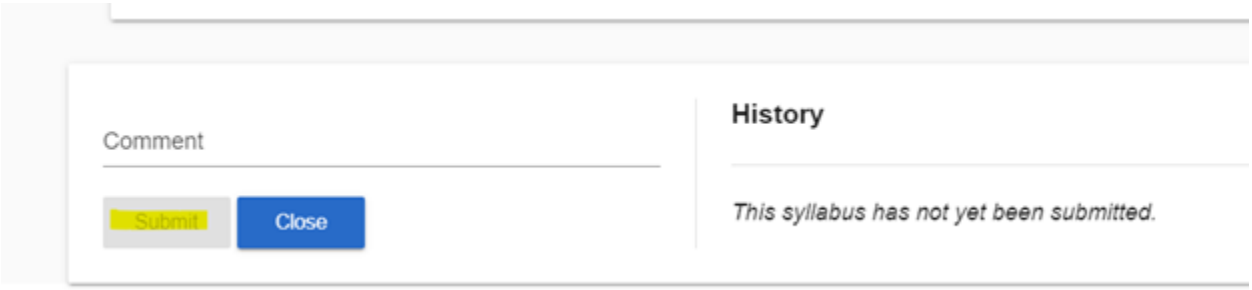


Assessment:



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.



For any questions, please reach out to:

Dr. Jue Yu/Catherine

(Office of Accreditation and Assessment)