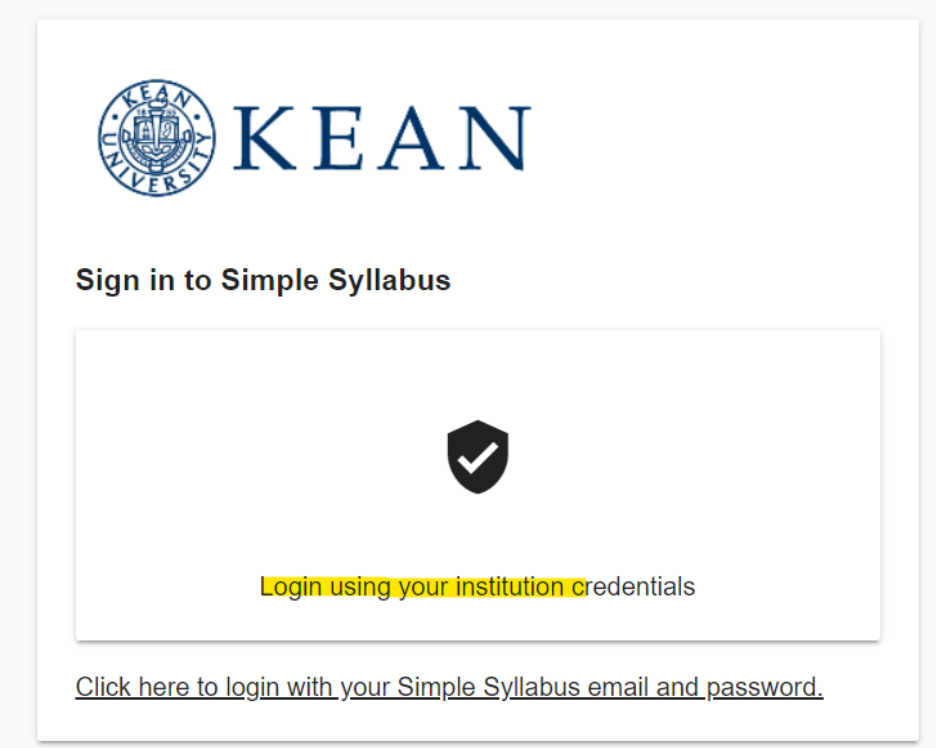
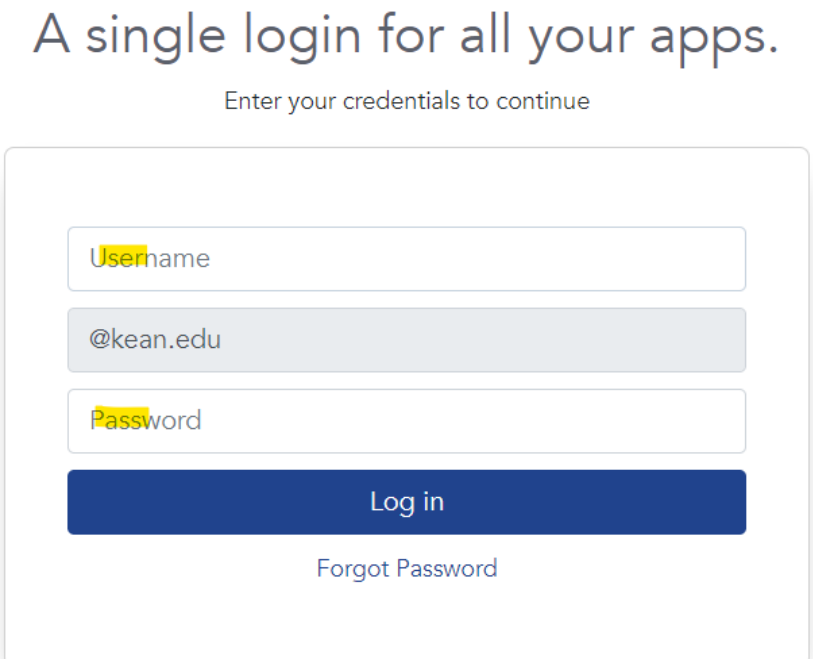
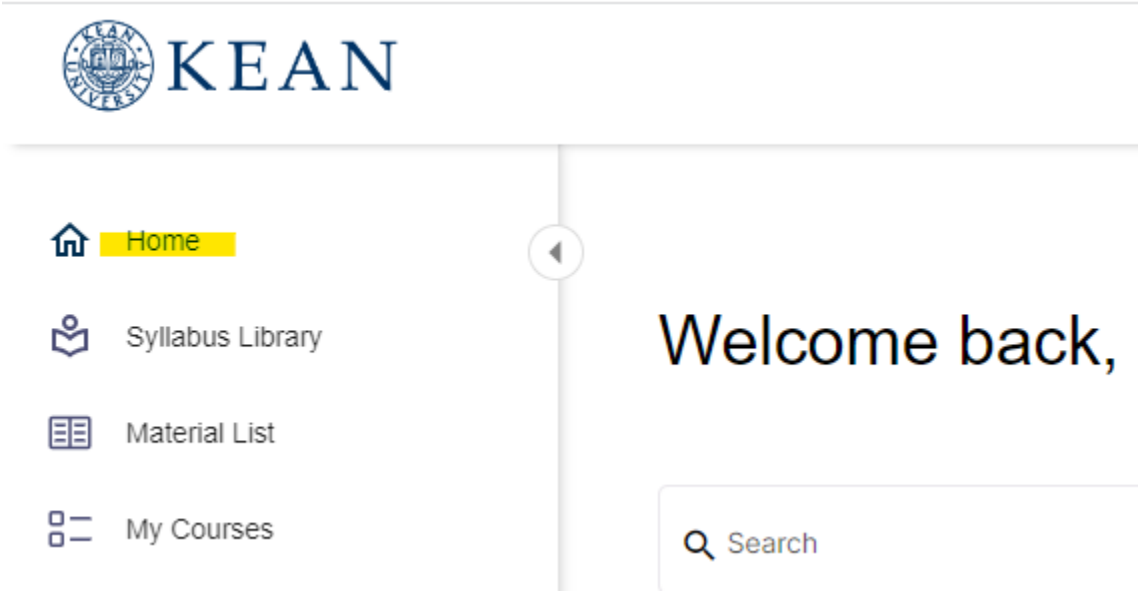
Kean Simple Syllabus: https://kean.simplesyllabus.com/en-US/login



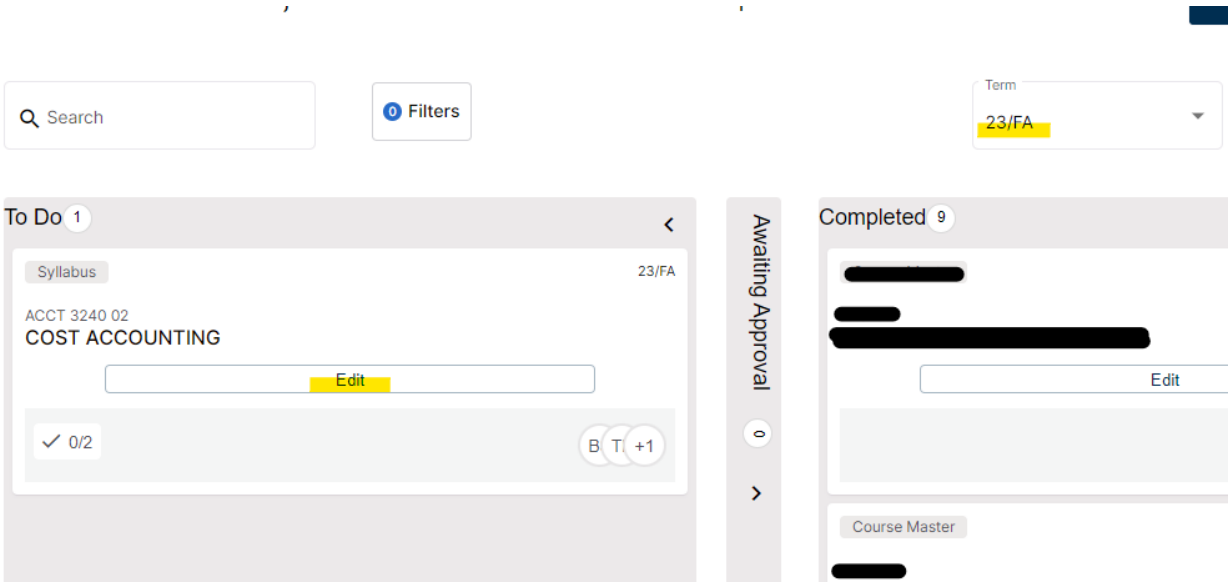
Enter your username and password. (Note, if you are already logged in Kean email, it will automatically log you in)

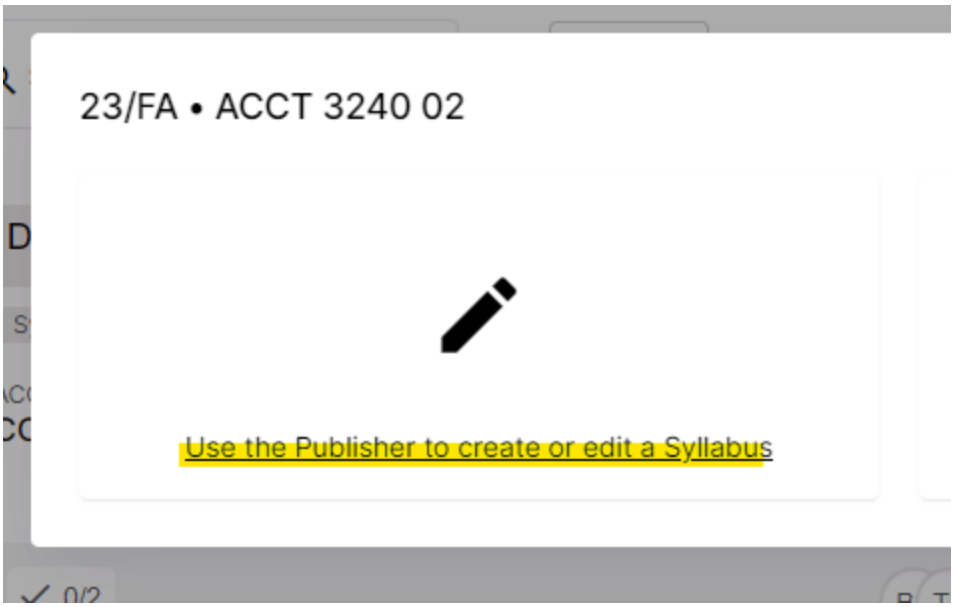


Click on the Home button on the left hand side to expand



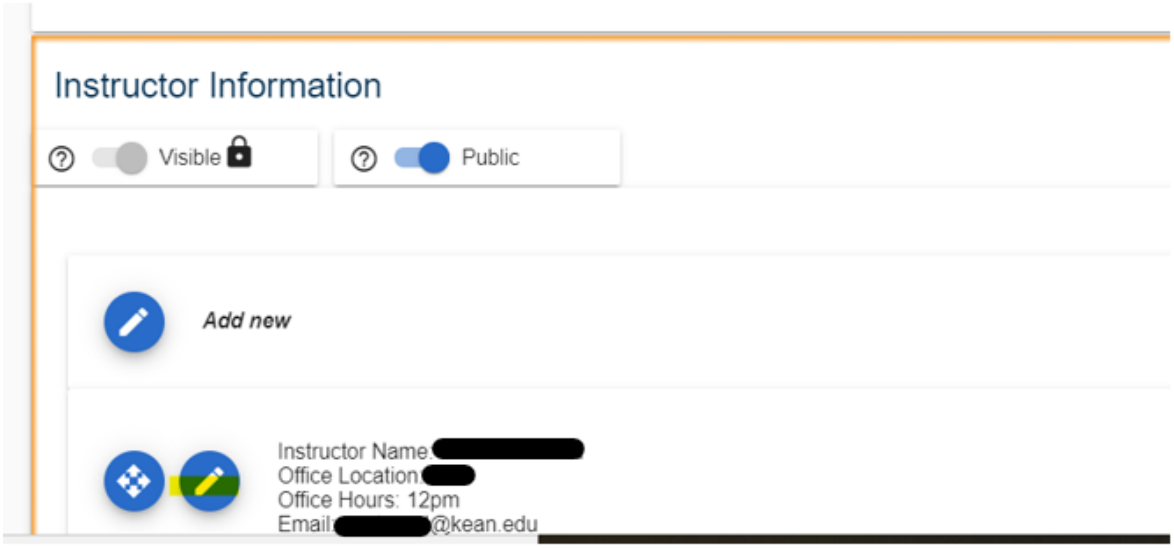
Click on the Edit, and you will see your Course Section with a pen icon next to it. Click on the pen icon and it will take you to the Syllabus template.



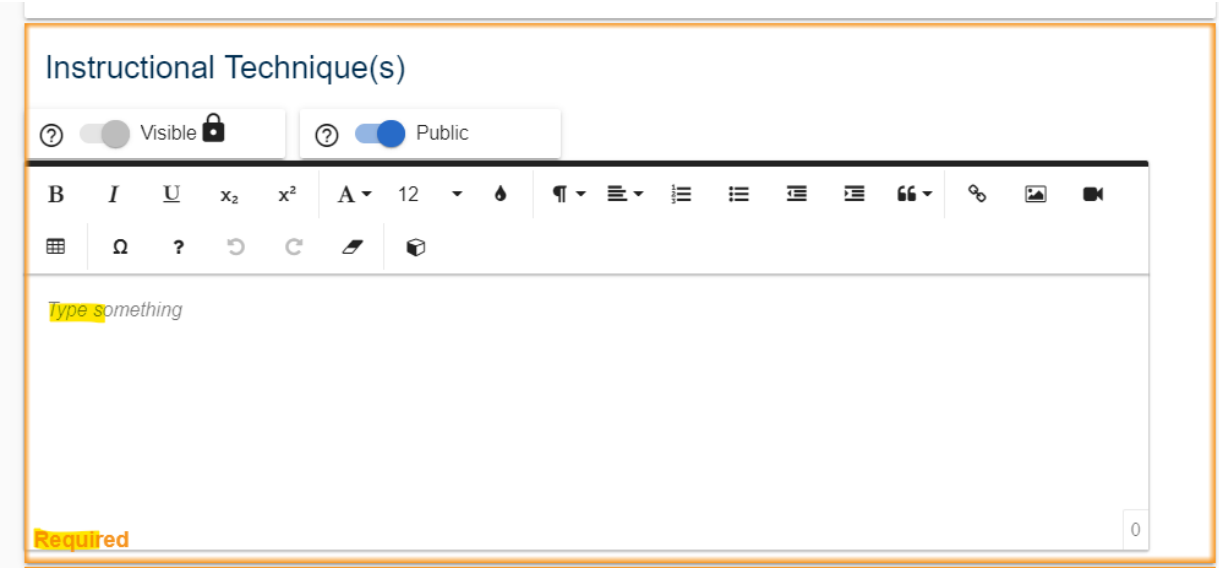


You should see sections with orange borders. Any sections with orange borders need your input. You can edit by clicking on the pen icon.

Instructor Information:

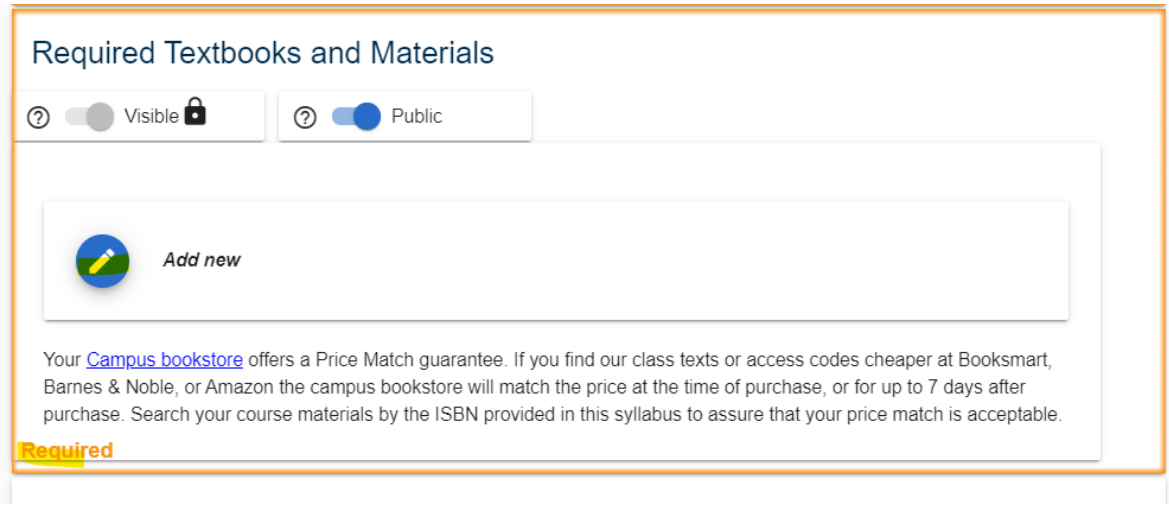


Instructional Technique(s):

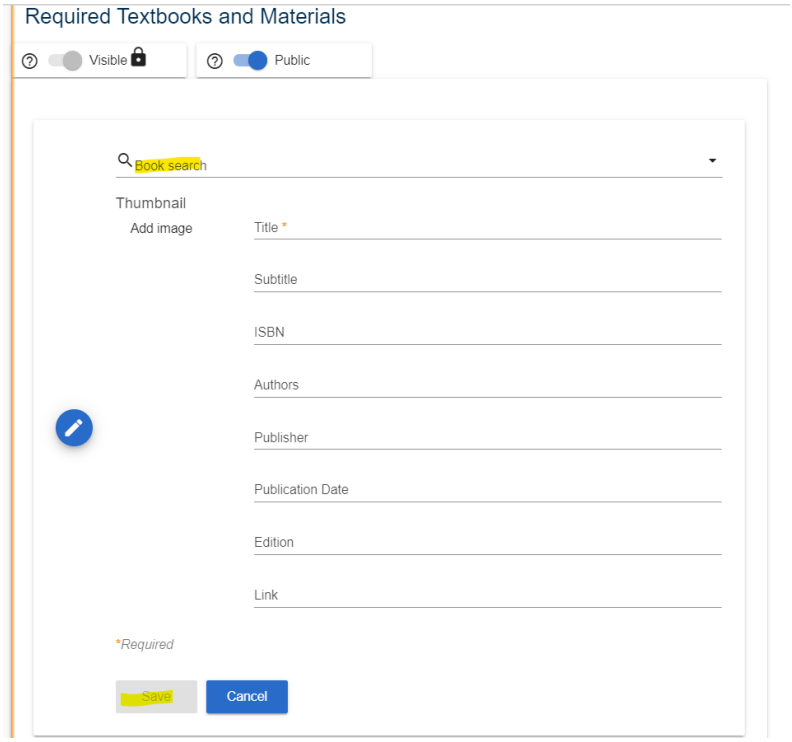


You can type in your inputs.

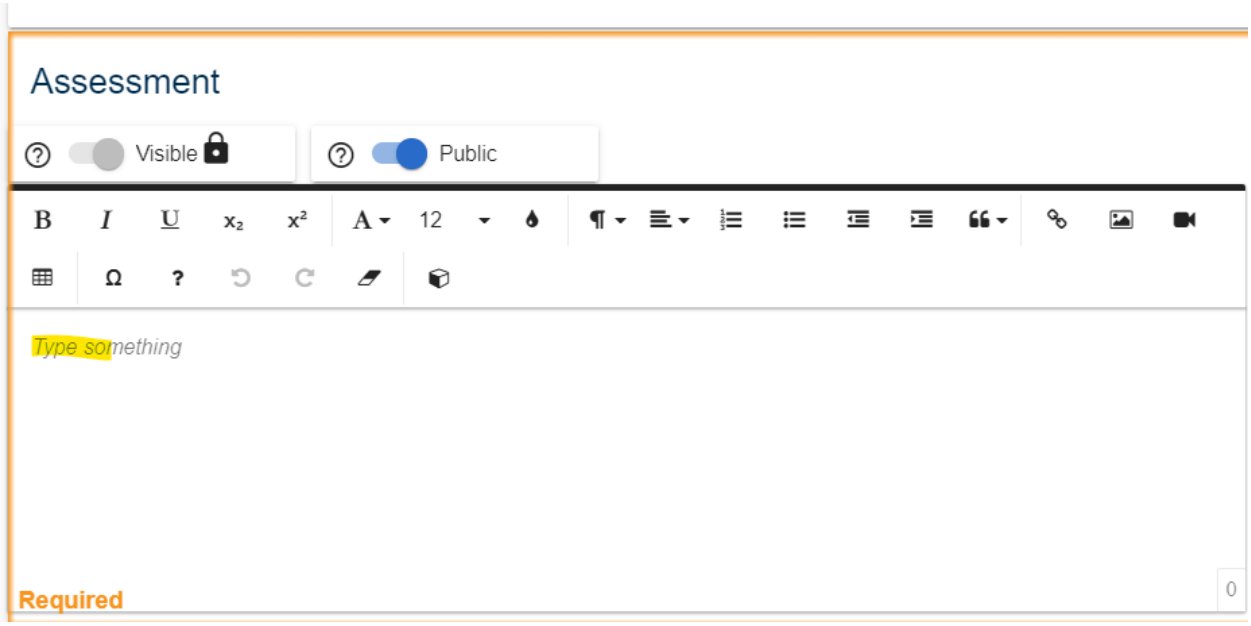
Required Textbooks and Materials:



Click on the pen icon to add textbooks, search for book by Title or ISBN, and then save:



Assessment:



Once all the required sections have been entered, you can **submit** the syllabus, which goes to ED/Chair for approval. Please note that once submitted, you cannot edit unless ED/Chair reject.

