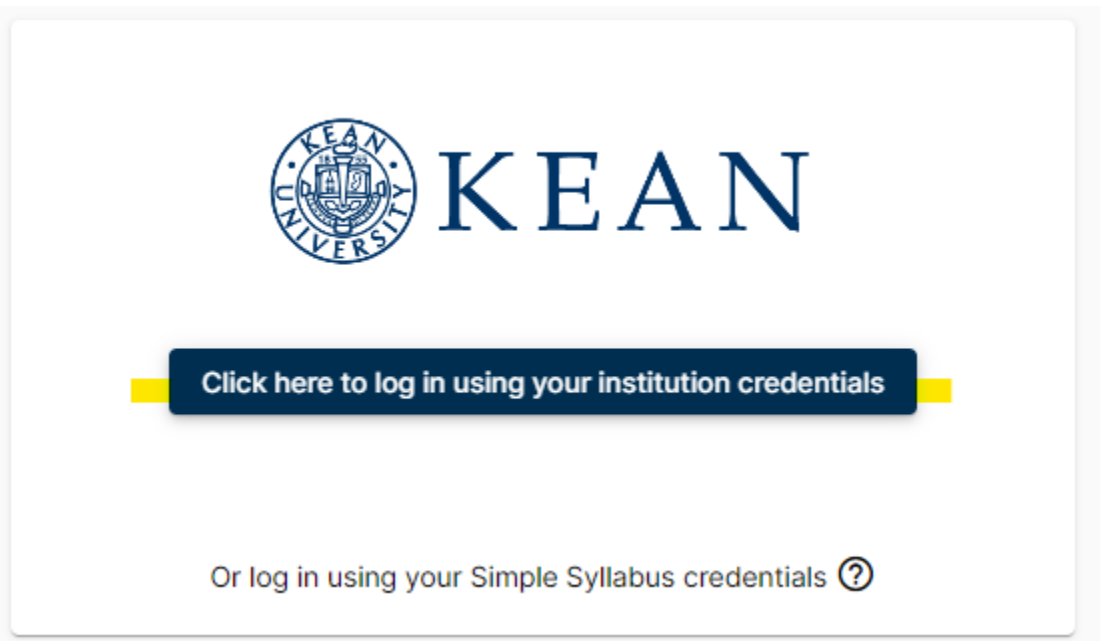## Step 1:

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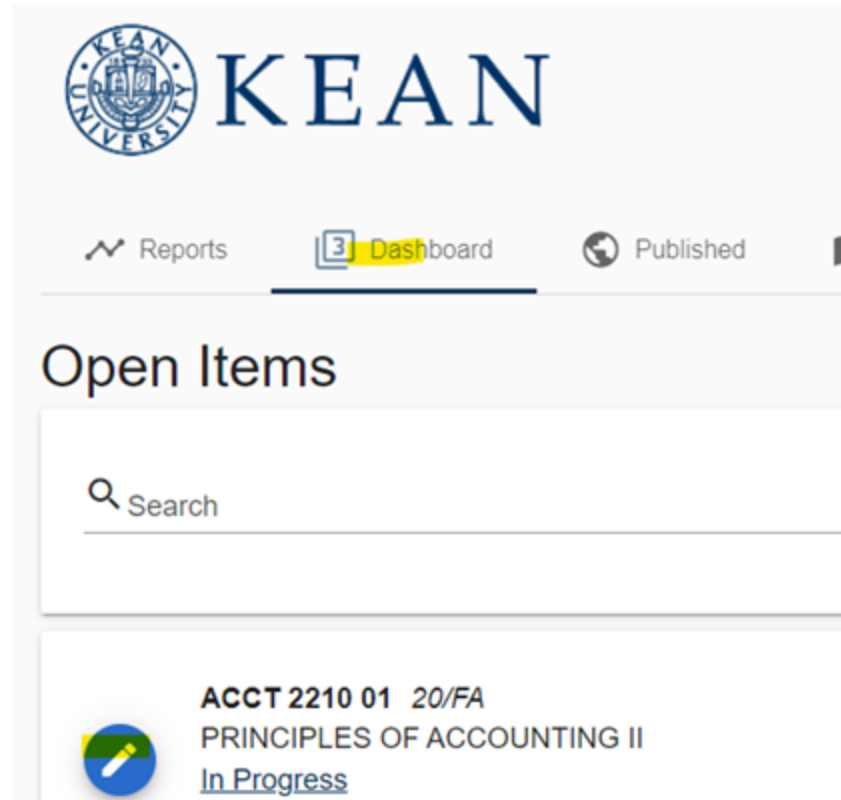
Click on the Dashboard, and you will see your Course Section(s) with a pen icon next to it. Click on the pen icon and it will take you to the Syllabus template.

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:

Required Textbooks and Materials

⑦ Visible 🔒   ⑦ 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

⑦ Visible 🔒   ⑦ Public

🔍 Book search

Thumbnail

Add image   Title *

Subtitle

ISBN

Authors

Publisher

Publication Date

Edition

Link

*Required

Save   Cancel

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. <u>Please note that once submitted, you cannot edit unless the ED/Chair rejects the submitted version.</u>

For any questions, please reach out to:
CBPM - Dave Farrokh
CEDU – Dr. Barbara Ridener
CLA – Dr. Elizabeth Hyde
CMGC – David Mohney & Rose Gonnella
CSMT - Victoria Mule
CHPHS - Ilaf Sattar