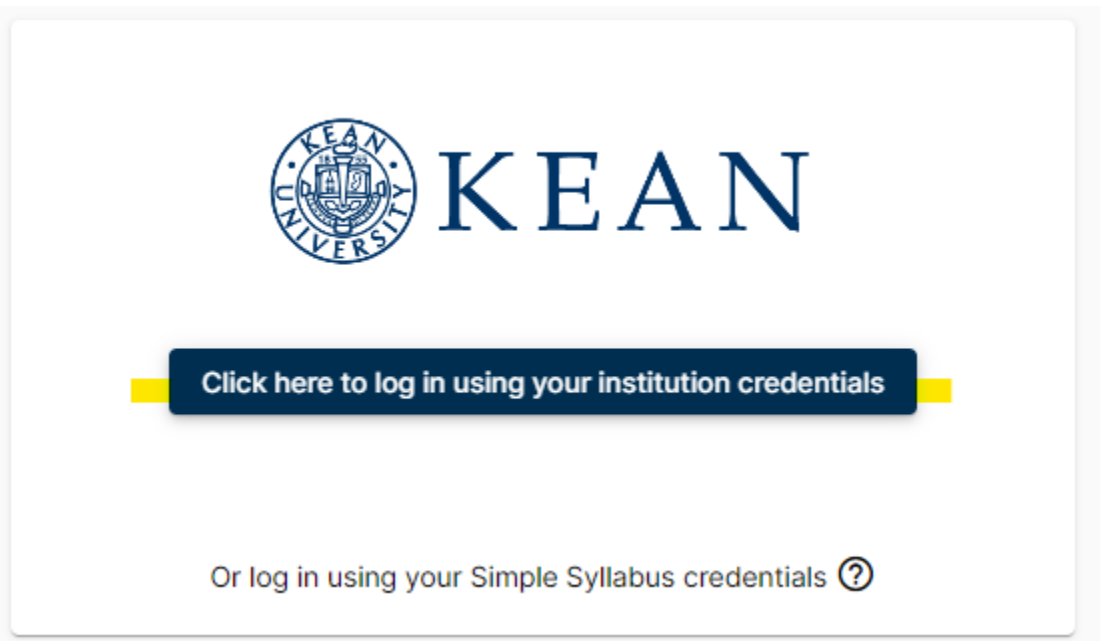



## Step 1:


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)



---



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Sign In

**Username**

Enter your Kean username

**Password**

Enter your Kean password

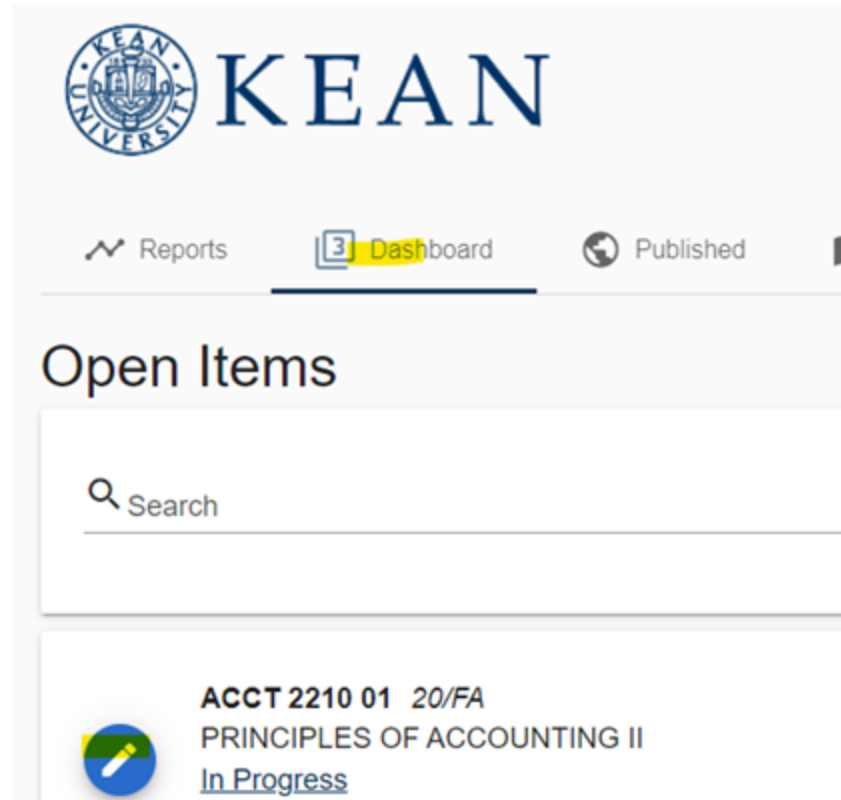
☐ Remember me

Sign In

[Need help signing 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:**

### Instructor Information

☐ Visible 

☒ Public

 *Add new*



Instructor Name: Solman Ahmed  
Office Location: Test  
Office Hours: 12pm  
Email: soahmed@kean.edu

**Instructional Technique(s):**

### Instructional Technique(s)

? ☐ Visible

? ☒ Public

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☰ ⌚ ? ↺ ↻ ✎ 🗑️

Type something


Required 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

Save

Cancel

## Assessment:

The screenshot shows a web form titled "Assessment". At the top, there are two toggle switches: "Visible" (which is turned off, indicated by a grey circle and a lock icon) and "Public" (which is turned on, indicated by a blue circle). Below these is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, subscript, superscript, font color, font size), alignment, bulleted and numbered lists, indentation, quote, link, unlink, image, and video. The main text area contains the placeholder text "Type something" in a light grey font. At the bottom left of the form, the word "Required" is written in orange. At the bottom right, there is a small orange 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 form with two main sections. On the left, under the heading "Comment", there is a text input field. Below the input field are two buttons: a yellow "Submit" button and a blue "Close" button. On the right, under the heading "History", there is a text area containing the message "This syllabus has not yet been submitted."

## 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