

CENTER FOR TEACHING EXCELLENCE

QUICK GUIDES

Simple Syllabus - Who Sees What

Access Button	VS	Individual Component Toggle
Located in the Navigation Menu Controls WHO can see your syllabus 		Controls which components are shown and also to whom 

Access Setting	Who Can View the Syllabus	What They See
General Public	Anyone with the link	- All components toggled Visible and Public  - To make individual components not seen by General Public, toggle Private 
Campus Community	Cerritos College Faculty, Staff & Students logged into Simple Syllabus	- Components marked Visible  - Set components to Private to keep hidden from Campus Community—your students can still view. 
Private	Instructor and their enrolled students	- Components marked Visible  - No need to toggle Private/Public because you chose Private as the Access setting.

For questions, please contact the CTX office at ctx@cerritos.edu.