

Using Simple Syllabus for Merged Courses

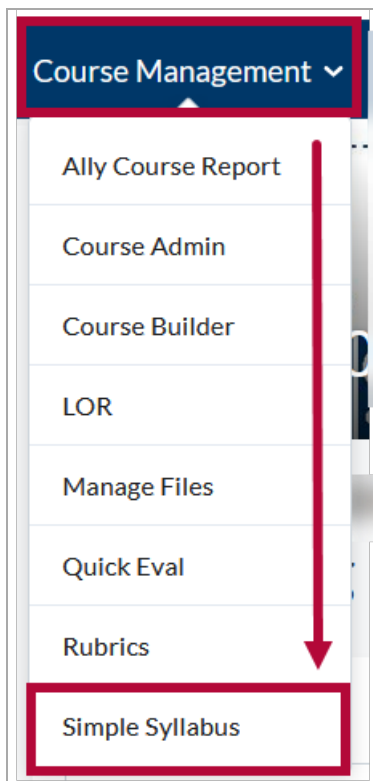
Last Modified on 02/05/2026 1:10 pm CST

Even if you have merged your courses in D2L, the state of Texas still requires that the syllabus for each secondary course be posted online. Posting syllabi is a compliance requirement related to ***Internet Access to Course Information***. Lone Star College is required to publish the course syllabus and instructor vitae online each semester in accordance with *Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter N, Rule §4.228*.

If you would like to use the same syllabus for your merged courses, you may do so by following the steps below to access the syllabi and import content from the primary course into your merged sections.

Accessing the Syllabi for Merged Sections

1. From your **Course Homepage**, select **[Course Management]** → **[Simple Syllabus]**.



2. Click the **[My Syllabi]** link in the lower left corner under the **[Quick Search]** button.

Course Information
Instructor Information
Course Overview
Student Learning Outcomes
STAR Bundle
Required Text(s) and Materials
Technology Requirements
Important Course Dates
Final Exam or Final Project Date
Grade Determination
Instructor and Course Policies
Lone Star College Policies
Disability Services

Quick Search

My Syllabi
Syllabus Library

LONE STAR COLLEGE MONTGOMERY

Intro to Computers Syllabus
ITSC 1301 **Section:** 4W03
2026 Spring

Course Information

Credit Hours: 3
Term: 2026 Spring
Course Times: 12:00 AM to 11:59 PM

3. Click **[Edit]** for the syllabus that needs to be completed.

To Do 5

Syllabus **In Progress** 2026 Spring

DRAM 1310(TC03) 3E01
Theatre Appreciation

Edit

✓ 0/2 A K +4

Syllabus **In Progress** 2026 Spring

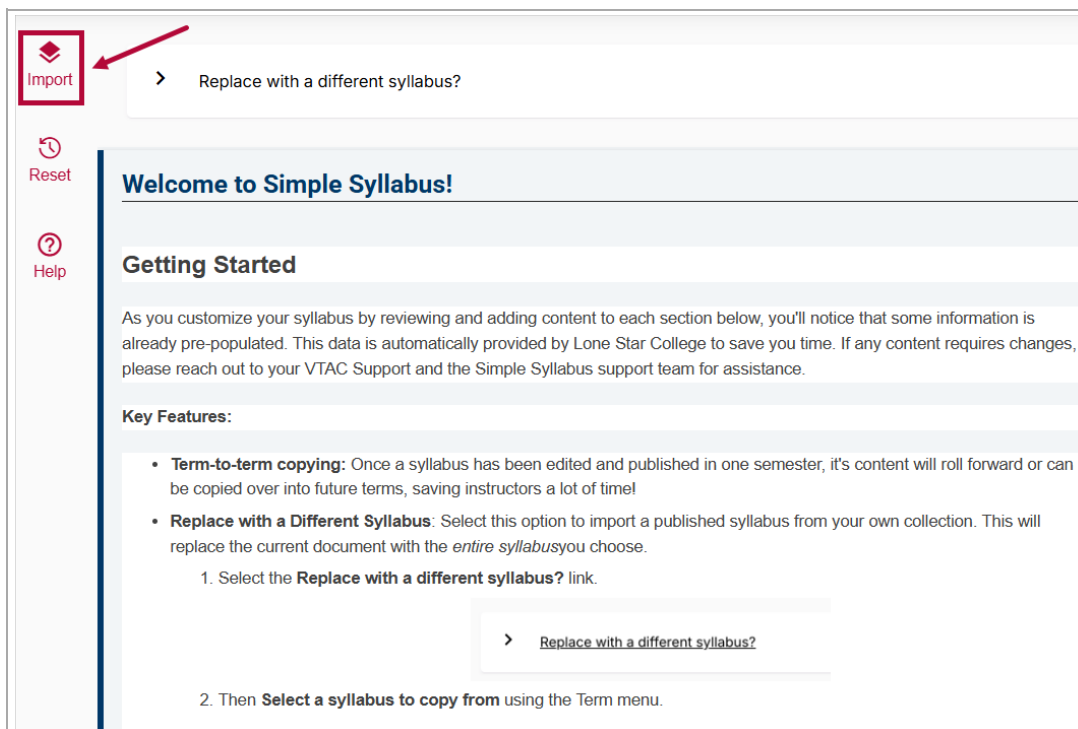
DRAM 1351(TC03) 3T51
Acting I

Edit

✓ 0/2 A J +3

4. Once your syllabus is open, select **[Import]**. Then refer to the **Importing Content from Another Syllabus** (<https://vtac.lonestar.edu/help/using-simple-syllabus#importing-content->

[from-another-syllabus](#)) article for next steps.



The screenshot shows the 'Simple Syllabus' interface. On the left sidebar, there are three icons: 'Import' (a document with a plus sign), 'Reset' (a circular arrow), and 'Help' (a question mark). The 'Import' icon is highlighted with a red box and a red arrow. The main content area has a header 'Welcome to Simple Syllabus!' and a section 'Getting Started'. Below this, there is a paragraph explaining that some information is pre-populated and that changes should be reached out to VTAC Support. Under 'Key Features:', there are two bullet points: 'Term-to-term copying' and 'Replace with a Different Syllabus'. The 'Replace with a Different Syllabus' bullet point includes a numbered list: '1. Select the **Replace with a different syllabus?** link.' Below this list, there is a button labeled '> Replace with a different syllabus?'. A second numbered list item follows: '2. Then **Select a syllabus to copy from** using the Term menu.'

Import

> Replace with a different syllabus?

Reset

Help

Welcome to Simple Syllabus!

Getting Started

As you customize your syllabus by reviewing and adding content to each section below, you'll notice that some information is already pre-populated. This data is automatically provided by Lone Star College to save you time. If any content requires changes, please reach out to your VTAC Support and the Simple Syllabus support team for assistance.

Key Features:

- **Term-to-term copying:** Once a syllabus has been edited and published in one semester, it's content will roll forward or can be copied over into future terms, saving instructors a lot of time!
- **Replace with a Different Syllabus:** Select this option to import a published syllabus from your own collection. This will replace the current document with the *entire syllabus* you choose.
 1. Select the **Replace with a different syllabus?** link.

> Replace with a different syllabus?
 2. Then **Select a syllabus to copy from** using the Term menu.

For questions about this process, contact [VTAC Support \(https://vtac.lonestar.edu/help/vtac-support\)](https://vtac.lonestar.edu/help/vtac-support). If you would like assistance with the setup, please schedule an appointment with a [VTAC Agent \(https://vtac.lonestar.edu/help/vtac-assistance\)](https://vtac.lonestar.edu/help/vtac-assistance).