Using Simple Syllabus for Merged Courses
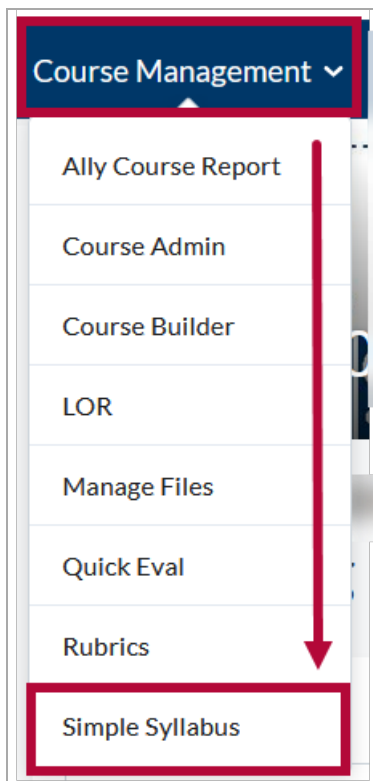
Even if you have merged your courses in D2L, the state of Texas still requires that the syllabus for each secondary course be posted online. Posting syllabi is a compliance requirement related to **Internet Access to Course Information**. Lone Star College is required to publish the course syllabus and 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.

3. Click **[Edit]** for the syllabus that needs to be completed.
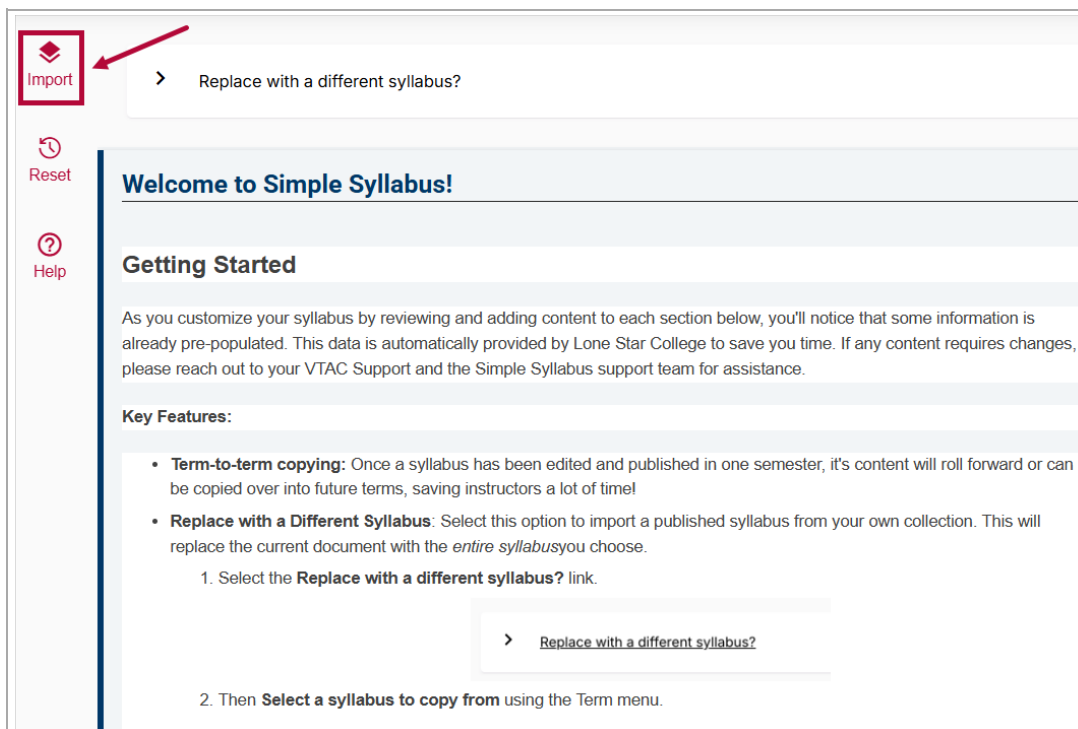
4. Once your syllabus is open, select **[Import]**. Then refer to the **Importing Content from Another Syllabus** (https://vtac.lonestar.edu/help/using-simple-syllabus#importing-content-

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