

# Using Simple Syllabus for Merged Courses

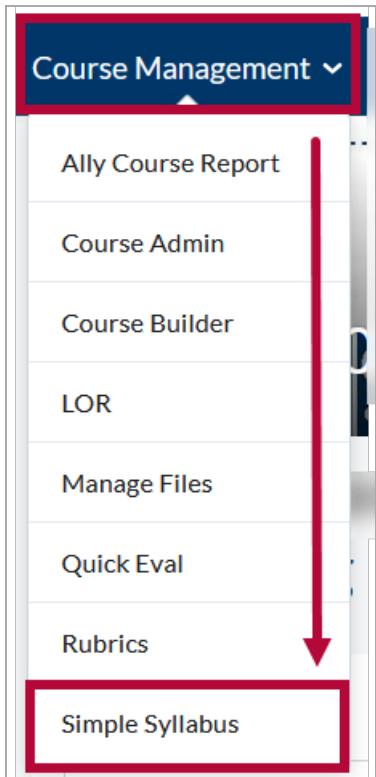
Last Modified on 02/05/2026 1:10 pm CST

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

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**Quick Search**

**My Syllabi** Edit

Syllabus Library

**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

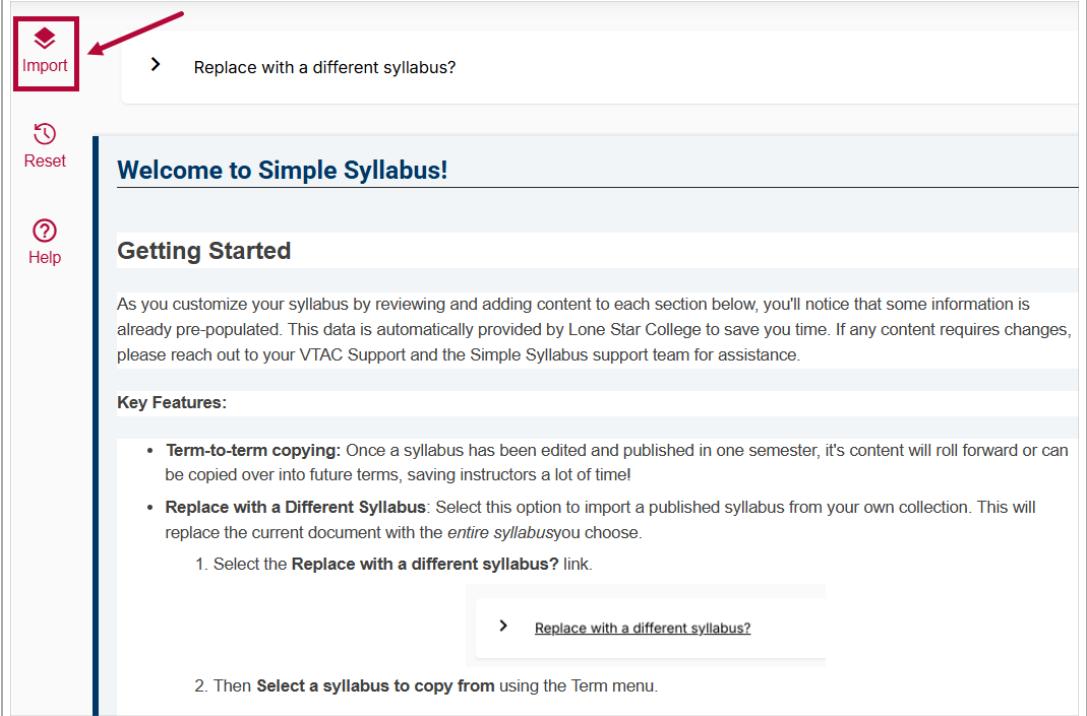
3. Click **[Edit]** for the syllabus that needs to be completed.

**To Do** 5

Syllabus	In Progress	2026 Spring
DRAM 1310(TC03) 3E01 <b>Theatre Appreciation</b>		
<span style="border: 1px solid red; padding: 2px;">Edit</span>		
✓ 0/2		A K +4
<hr/>		
Syllabus	In Progress	2026 Spring
DRAM 1351(TC03) 3T51 <b>Acting I</b>		
<span style="border: 1px solid red; padding: 2px;">Edit</span>		
✓ 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) (<https://vtac.lonestar.edu/help/using-simple-syllabus#importing-content>).

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



The screenshot shows the Simple Syllabus application interface. On the left, there is a sidebar with three buttons: 'Import' (highlighted with a red box and arrow), 'Reset', and 'Help'. The main content area has a header 'Welcome to Simple Syllabus!' and a section titled 'Getting Started'. It contains text about customizing the syllabus and pre-populated data. Below this is a 'Key Features:' section with two bullet points: 'Term-to-term copying' and 'Replace with a Different Syllabus'. The 'Replace with a Different Syllabus' point is expanded, showing a numbered list: '1. Select the Replace with a different syllabus? link.' and '2. Then Select a syllabus to copy from using the Term menu.' A red arrow points to the 'Import' button in the sidebar.

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>).