

Using Simple Syllabus for Merged Courses

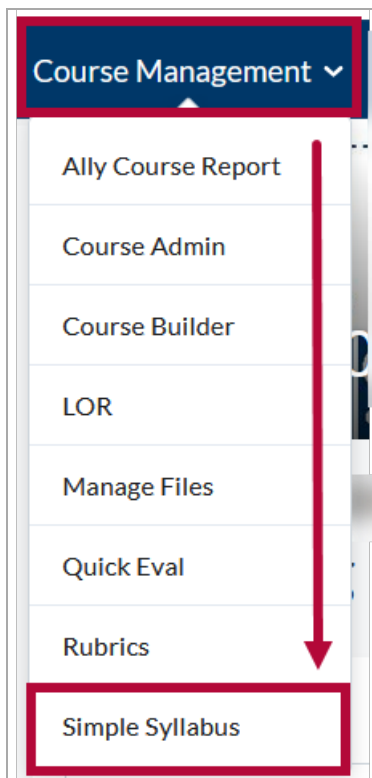
Last Modified on 04/21/2026 12:21 pm CDT

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

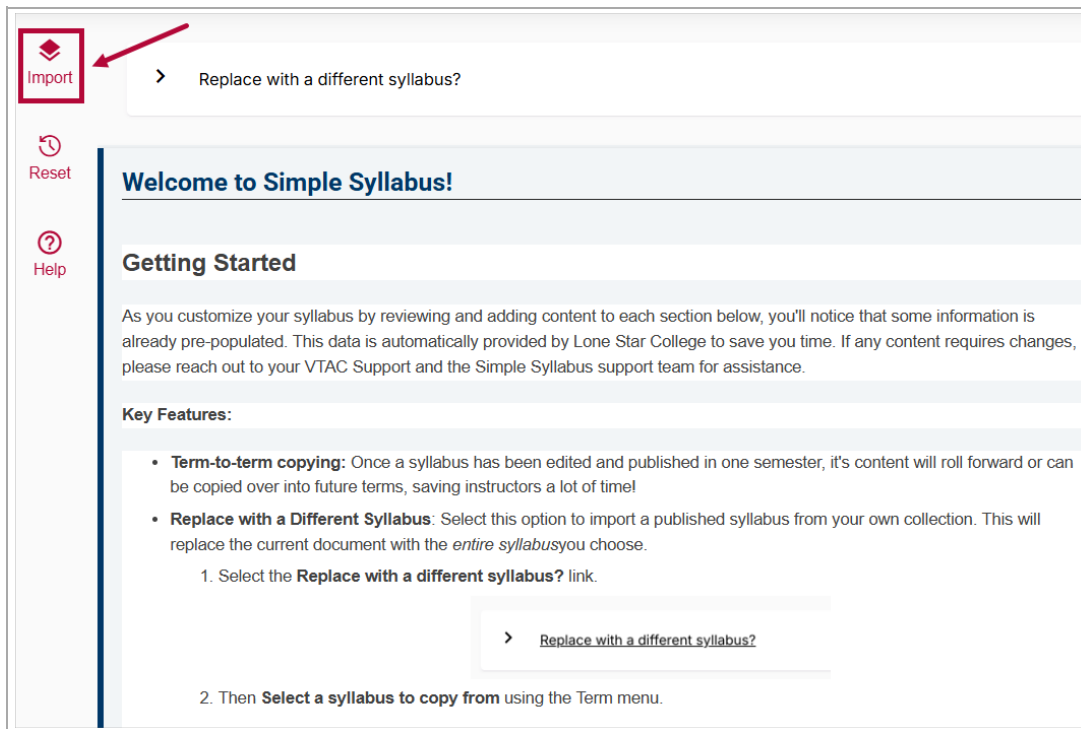
DRAM 1351(TC03) 3T51
Acting I

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 red square with a white icon), 'Reset' (a circular arrow icon), and 'Help' (a question mark icon). The 'Import' icon is highlighted with a red box and a red arrow pointing to it. The main content area has a header 'Welcome to Simple Syllabus!' and a section 'Getting Started'. Below this, there is a paragraph of text and a 'Key Features:' section. The 'Key Features' section contains 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 with one item: '1. Select the **Replace with a different syllabus?** link.' Below this list, there is a screenshot of a button labeled 'Replace with a different syllabus?' with a right-pointing chevron icon.

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).