Add a course by hand

Add a course yourself when you don't have the syllabus yet.

Adding a course by hand puts the course and its weekly class times on your calendar, and can plan study sessions around them. It doesn't add graded items: when you get the syllabus, **add the course from your syllabus** instead, or add items yourself on the **calendar**.

Watch the video for this guide at docs.coursecadence.app/add-a-course-by-hand.

Add a course

1. In the web app, click **Courses**, then click **Add manually**. If you don't have any courses yet, click **Add a course by hand** under **No syllabus yet?** on the **Courses** page or your **Dashboard**.

   The **Add a course** dialog opens on the **Details** tab.

2. Select your school from **School**. If it isn't there, select **+ Find your school...**, then type its name in **Find your school** and click it in the list.

   If your school isn't listed, type its full name. CourseCadence adds it after review.

3. Enter the **Course name**.

4. Choose the **Term starts** and **Term ends** dates.

5. (Optional) Click an **Icon** for the course.

6. Click the **Schedule** tab.

7. (Optional) Under **Weekly schedule**, add when the course meets:

   - Leave the first menu on **Class**, or change it to **Office hours**.
   - Click each day it meets.
   - Enter the start and end time.
   - (Optional) Enter a location, such as a room number.

   Click **+ Add another meeting time** for a lab or a second class time, or **+ Add office hours** for your instructor's office hours. Click **×** to remove a row.

8. (Optional) Under **Study blocks for this class**, click **Suggest from class times** to add a weekly study block after each class. Change the day, start time, or length of any block, or click **×** to remove it.

9. (Optional) Clear **Schedule study sessions** if you don't want CourseCadence to suggest study sessions for this course. It's selected by default.
10. Click **Add course**.

    The box above the button shows **Ready to save** when everything required is filled in. If it shows **Before saving**, click the item listed there to go to the field that needs it.

The dialog closes and the course appears under **Your courses** on the **Courses** page, with its class times on your calendar.

If **Schedule study sessions** was selected, CourseCadence lists the study sessions it suggests and asks **Add these sessions to your calendar?** Click **OK** to add them, or **Cancel** to skip them. You can plan study sessions later; see **Plan study sessions**.

> **Note:** If the new class times overlap a course you already have, CourseCadence asks whether to save it anyway. Click **OK** to save, or **Cancel** to go back and change the times.

See also

- Add a course from your syllabus
- Review and edit a course
- Use the calendar
- Plan study sessions