Add a course from your syllabus

Upload a syllabus and CourseCadence builds the course for you.

When you upload a syllabus, CourseCadence reads it and adds the course, its class times, and its graded items (assignments, quizzes, tests, and exams) to your calendar. There's no review screen: anything the syllabus doesn't make clear becomes a follow-up, a short item you check later on the **Follow-ups** page (see **Resolve your follow-ups**). If you don't have a syllabus yet, **add a course by hand** instead.

Watch the video for this guide at docs.coursecadence.app/add-a-course-from-your-syllabus.

Upload a syllabus

You can upload a PDF, a Word file (.doc or .docx), a text file (.txt), or a photo (.png, .jpg, .jpeg, .gif, or .webp). Each file can be up to 25 MB. If your syllabus is split across several files, upload them together: they make one course.

1. In the web app, click **Courses**. If you don't have any courses yet, you can also start from the **Add your first course** card on your **Dashboard**.
2. Click **Upload syllabus**, or drag your files onto **Drop your syllabus here**.
3. Select one or more files for the same course, then open them.

   CourseCadence shows its progress while it works: **Uploading** your file, **Reading your syllabus**, then **Adding your course to the calendar**. Keep the page open until it finishes.
4. If **A few questions about your course** opens, answer each question, then click **Add course**.

   CourseCadence asks only when the syllabus is missing something it needs: the **Course name**, the **School**, the **First day of class**, or the **Last day of class**. Click **Cancel** to stop without adding the course.

The course page opens with **Added to your calendar** at the top and a **Course added** message with **Undo**. The course appears on your calendar and under **Your courses** on the **Courses** page. If the syllabus left anything unclear, the course card shows how many follow-ups it has.

> **Note:** If you upload a syllabus for a course you already have (same course name or code, in the same term), CourseCadence updates that course instead of adding a second one. See Upload a new copy of a syllabus.

Undo a course you just added

The **Course added** message stays on the course page for a few seconds after the course is created.

1. Click **Undo** in the **Course added** message.

CourseCadence removes the course and everything it added to your calendar, and you go back to the **Courses** page.

Upload a new copy of a syllabus

Use this when your instructor sends an updated syllabus, or to add another course without going back to the **Courses** page.

1. On a course page, click **Upload another syllabus**. The button is also on the **Follow-ups** page.
2. Select one or more files, then open them.

If the syllabus matches a course you already have (same course name or code, and the terms overlap), that course is updated. The course page shows **Updated from a new copy of your syllabus**, a **What changed** section, and a **Course updated** message with **Undo**. Click **Undo** to put the course back the way it was.

If it doesn't match a course you have, CourseCadence adds it as a new course, the same way as Upload a syllabus.

Fix an upload problem

If something goes wrong, CourseCadence tells you before it adds anything.

- **Please upload PDF, Word, text, or image files.**: one of the files isn't a type CourseCadence can read. Save it as a PDF or take a photo of it, then upload it again.
- **"[file name]" must be under 25 MB.**: the file is too large. Upload a smaller copy, such as a PDF export or a photo of each page.
- **Upload didn't finish**: the file didn't reach CourseCadence, usually because of the connection. Click **Try again** to send the same files, or **Choose another file**.

- **We couldn’t read this syllabus**: CourseCadence couldn't find a course name, dates, or class times in the file. Blurry photos and small scanned text often cause this. Click **Try another file** and use the PDF from your course site or a sharper photo of each page, or click **Add course manually** to add the course by hand.
- **This doesn’t look like a syllabus**: the file reads like another kind of document. Click **Choose another file** to upload the syllabus, or click **Use this file anyway** to add the course with whatever CourseCadence can find. Anything missing becomes a follow-up.
- **All the dates in this syllabus have passed**: every date in the file is in the past, so nothing was added. Click **Use a different syllabus** to upload this term's copy. If the dates were read wrong, click **These dates are wrong**, choose the first day of class, and click **Add course**. CourseCadence moves every date to fit.

See also

- Resolve your follow-ups
- Review and edit a course
- Add a course by hand
- Use the calendar