Review and edit a course

Check what CourseCadence pulled from your syllabus, and fix any item or course detail that's wrong.

Each course has its own page with its class meetings, office hours and every graded item (assignment, quiz, test or exam), week by week. You can change or delete any item, edit the course's school, dates and weekly schedule, and upload another copy of the syllabus. To settle dates the syllabus didn't give, see **Resolve your follow-ups**.

Watch the video for this guide at docs.coursecadence.app/review-and-edit-a-course.

Open a course

1. In the top menu, click **Courses**.
2. On the **Courses & syllabi** page, click the course card.

The course page opens. At the top are **Go to calendar** and **Upload another syllabus**, then the course name with its **School**, **Term** and the syllabus file it came **From**. Click **View file** to open the syllabus.

The page has these sections:

- **Class meetings**: the days, times and room, and a list of upcoming meetings with the next one marked **Next**. Click **Show all** to see every meeting in the term. Click a meeting to open that week in the calendar.
- **Office hours**: the instructor's office hours and the next few dates, or **Not listed in this syllabus**.
- **Follow-ups**: this course's open follow-ups. It only appears when there are some.
- **Syllabus**: counts of each kind of item with the next one due, then the term week by week. The current week is marked **This week** and starts open. Click a week to open it, or click **Expand all**. Items with no date are in a **No date yet** week at the end.

Items in the **Syllabus** section can carry these labels:

- **Tentative ?**: the date is AI-estimated. Confirm it in Follow-ups.
- **Confirmed**: you confirmed the date in Follow-ups.
- **New** or **Updated**: a new copy of the syllabus added or changed the item.

After you upload a new copy of the syllabus, a **What changed** box under the course name lists the items added, moved or given a date, and the details filled in.

Find an item

1. On the course page, click **Find an item** in the **Syllabus** section.
2. Enter part of the item's name, such as `midterm`.

Every week with a match opens. If nothing matches, you see **No items match** followed by what you entered.

Edit or delete an item

1. On the course page, find the item in the **Syllabus** section.
2. Click the item. **Assignment details** or **Course event details** opens.
3. Change any of these:
   - **Title**: the item's name.
   - **Type**: **Other**, **Class**, **Assignment**, **Quiz** or **Exam**.
   - **Weight % (optional)**: how much the item counts toward your grade, from 0 to 100. This field isn't shown for assignments.
   - **Assigned Date**: the day the work was set. It must be on or before the due date.
   - **Due Date**: the day and time it's due. Required for assignments.
   - **Details**: what the item covers. Required for assignments.
   - **My status**: **Not started**, **In progress** or **Done**.
   - **My score** and **Out of**: your grade, once it's graded.
   - **My private note**: anything you want to remember.
4. Click **Save changes**.

The course page updates. If you gave the item a new date, it's treated as confirmed: any follow-up for it closes, and its study sessions move to fit the new date.

Clicking a class meeting opens that week in the calendar instead. Clicking an item in **No date yet** opens its follow-up so you can add the date.

To delete the item instead, click **Delete** in the same dialog, then click **OK** to confirm. The item is removed from the course and your calendar, along with its upcoming study sessions that you haven't started.

> **Important:** You can't undo deleting an item.

Edit the course details

1. On the course page, click **Edit** next to the course name. The **Edit course** dialog opens on the **Details** tab.
2. Change the **School**, **Course name**, **Term starts**, **Term ends** or **Icon**.
3. (Optional) Click the **Schedule** tab to change the **Weekly schedule**:
   - Change a row's days, start time, end time or location.
   - Click **+ Add another meeting time** to add a class or lab time.
   - Click **+ Add office hours** to add your instructor's office hours.
   - Click **×** on a row to remove it.
4. Click **Save changes**.

You see **Course updated**. If you changed the term dates, the message also says how many study sessions CourseCadence moved to fit them.

If the new schedule overlaps another course, you see **This course overlaps your existing schedule:** with the clashing times. Click **Save anyway** to keep it, or **Change times** to fix it.

Upload another syllabus

Upload a new copy when your instructor updates the syllabus.

1. On the course page, click **Upload another syllabus**.
2. Select the file.

If the file is a new copy of the syllabus for one of your current courses (same course name or code, and the same term), CourseCadence updates that course. The page shows **Updated from a new copy of your syllabus**, the **What changed** box, and a **Course updated** message with **Undo**. Dates you already confirmed are kept.

If the file is for a different course, CourseCadence adds it as a new course. See **Add a course from your syllabus**.

See also

- Resolve your follow-ups

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