Scan a syllabus on your phone

Photograph a syllabus or pick a file on your iPhone, and CourseCadence builds the course for you.

Scanning works the same way as uploading on the web: CourseCadence reads the syllabus and adds the course, its class times and its graded items (assignments, quizzes, tests and exams) to your calendar. Anything the syllabus doesn't make clear becomes a follow-up, a short item you check later on the **Follow-ups** tab. For the web version, see **Add a course from your syllabus**.

Watch the video for this guide at docs.coursecadence.app/scan-a-syllabus-on-your-phone.

Before you begin

- Sign in to the iPhone app. See **Get the iPhone app and sign in**.
- To take a photo, CourseCadence needs access to your camera. Allow it when your iPhone asks.

Scan a syllabus

You can take a photo, pick photos from your library, or choose a PDF, Word (.doc or .docx) or text (.txt) file.

1. Tap **Courses** in the tab bar.
2. Tap **Upload syllabus**. The **Scan a syllabus** screen opens.

   If you don't have any courses yet, the three choices below are on the **Add your first course** card instead, on both **Courses** and **Dashboard**.
3. Tap one of these:
   - **Choose a file**: pick one PDF, Word or text file, for example from the Files app.
   - **Take photo**: photograph one page of your syllabus with the camera.
   - **Choose from library**: pick one or more photos of your syllabus.

   CourseCadence shows **Importing class...** while it works: **Uploading** your file, **Reading your syllabus**, then **Adding your course to the calendar**. Keep the app open until it finishes.

4. If **A few questions about your course** opens, answer each question, then tap **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**. Tap **Cancel** to stop without adding the course.

The **Course report** 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** tab. If the syllabus left anything unclear, the course card shows how many follow-ups it has, and the number on the **Follow-ups** tab goes up. See **Resolve your follow-ups**.

From **Next steps** at the top of the course report, tap **Go to calendar** to see the course on your calendar, or **Upload another** to scan the next syllabus.

> **Note:** If you scan 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. The course report shows **Updated from a new copy of your syllabus**, a **What changed** section, and a **Course updated** message with **Undo**.

Scan a syllabus with several pages

All the photos you pick in one go make one course.

1. Photograph each page of the syllabus with your iPhone's Camera app.
2. In CourseCadence, go to **Courses** and tap **Upload syllabus**.
3. Tap **Choose from library**.
4. Select every page of the syllabus, then confirm your selection.

CourseCadence reads the pages together and adds one course. **Take photo** and **Choose a file** add one page or one file at a time.

Undo a course you just added

1. On the course report, tap **Undo** in the **Course added** message.

CourseCadence removes the course and everything it added to your calendar, and the **Courses** tab opens. The message stays until you leave the course report.

Fix a scanning problem

If something goes wrong, CourseCadence tells you before it adds anything. Each message has **Take photo**, **Choose from library** and **Choose a file**, so you can try again straight away.

- **Upload didn’t finish**: the file didn't reach CourseCadence, usually because of the connection. Tap **Try again** to send the same file.
- **We couldn’t read this syllabus**: blurry photos and small text often cause this. Take a sharper photo of each page in good light, or choose the PDF from your course site. You can also tap **Add course manually** to add the course by hand.
- **This doesn’t look like a syllabus**: the file reads like another kind of document. Scan the syllabus instead, or tap **Use this file anyway** to add the course with whatever CourseCadence can find.
- **All the dates in this syllabus have passed**: nothing was added. Tap **Use a different syllabus** to scan this term's copy. If the dates were read wrong, tap **These dates are wrong**, choose the first day of class, and tap **Add course**.
- **Take photo** does nothing: camera access is turned off. In the iPhone Settings app, open CourseCadence and turn on **Camera**.

See also

- Resolve your follow-ups
- Find your way around the iPhone app
- Add a course by hand