Use the calendar

See your classes, due dates, study sessions, and personal events in one place, and keep them up to date.

The **Calendar** shows everything CourseCadence knows about your semester: class meetings, course events such as assignments and exams, study sessions, and personal events you add yourself. Any student can use it in the web app at coursecadence.app. To add the courses that fill it, see **Add a course from your syllabus**.

Watch the video for this guide at docs.coursecadence.app/use-the-calendar.

Change the view and filter by course

1. In the web app, click **Calendar**.
2. Click a view:
   - **Month**: the whole month. Click **+number more** in a day to open that day in **Day** view.
   - **Week**: seven days with times. This is the default.
   - **Day**: one day with times.
3. (Optional) Click the arrows to move back or forward, or click **Today** to come back to today.
4. (Optional) Click **Courses:**, then select each course you want to see. Select **All courses** to show everything again.
5. If you opened **Courses:**, click **Done**.

While a filter is on, a **Showing:** row under the toolbar lists the courses you picked. Click **×** on a course to remove it, or click **Clear filter** to show all courses. Personal events and Google Calendar events always show, whatever the filter.

Add a course event or personal event

A course event is a dated item that belongs to a course, such as an assignment, quiz, or exam. A personal event is anything else you want on your calendar, such as a shift or a workout.

1. On the **Calendar**, click **+ Add**. You can also click an empty day or time slot to add something on that day.

   The **Add to calendar** dialog opens with **Study session** selected.
2. Click **Course event** or **Personal event**.
3. For a course event:
   1. Select the **Course**.
   2. Enter a **Title**.
   3. Select a **Type**: **Other**, **Class**, **Assignment**, **Quiz**, or **Exam**.
   4. (Optional) Enter how much the item counts toward your grade in **Weight % (optional)**. This field isn't shown for assignments.
   5. (Optional) Pick the **Assigned Date**.
   6. Pick the **Due Date**.
   7. Enter **Details:**, such as what the item covers or what to hand in.

      Due Date and **Details:** are required for an assignment and optional for every other type.
4. For a personal event:
   1. Enter a **Title**.
   2. Pick when it starts in **When**.
   3. Enter its length in **Minutes**.
   4. (Optional) To make it repeat, select an option in **Repeat**:
      - **Daily**: every day.
      - **Weekly on** weekday: the same day each week, based on the date in **When**.
      - **Monthly on the** date: the same date each month. In shorter months, it falls on the last day.
   5. If the event repeats, pick the last date in **Ends on**. A line under the field shows how often it repeats and how many events it makes. A series can have up to 366 events.
5. Click **Add**.

The dialog closes and the event appears on your calendar. A repeating personal event appears on every date in the series.

Update, finish, or delete an item

1. On the **Calendar**, click the item. Its dialog opens.

2. Do one of the following:
   - **Study session**: click **Mark done** or **Skip**. To undo, open it again and click **Mark undone** or **Unskip**.
   - **Course event or class meeting**: under **My status**, click **Not started**, **In progress**, or **Done**, then click **Save changes** (**Save** for a class meeting).
   - **Personal event**: change the **Title**, **When**, or **Minutes**, then click **Save changes**. For a repeating event, under **Apply to**, select **This event** or **All events in the series** first.
3. (Optional) To remove the item, click **Delete**, then confirm. Class meetings can't be deleted here. For a repeating personal event with **All events in the series** selected, click **Delete number events**.

The dialog closes and the calendar updates. Items you've finished show as done, and skipped study sessions show as skipped. In **Week** and **Day** view, you can also drag a study session to another time or day.

> **Note:** Items marked **AI-estimated** open a short card instead of the dialog, so you can confirm the date with **Yes, that's right** or change it. See **Resolve your follow-ups**.

> **Important:** Deleting can't be undone. Deleting all events in a series also deletes the ones in the past.

See everything as a list

1. In the web app, click **Schedule**. The **Course schedule** page opens.
2. In **Course**, select a course, or select **All courses**.
3. (Optional) In **Show**, select **All**, **Class**, **Assignments**, **Tests & exams**, or **Study sessions**. Quizzes are listed under **Tests & exams**.
4. (Optional) Click an item to open it. Course events and study sessions open the same dialog as on the **Calendar**, so you can update or delete them here too.

The list is grouped by day, with each item's time, course, and status. Personal events aren't shown on this page.

See also

- Plan study sessions

- Review and edit a course
- Connect Google Calendar