How to Turn Your Syllabus into a Google Calendar (Using ChatGPT)

What You'll Need:

- Your syllabus (PDF, Word doc, or copied text)
- A Google account
- ChatGPT

Step 1: Upload Your Syllabus to ChatGPT

Open ChatGPT.
Click Upload File (paperclip icon) or paste the syllabus text into the chat.

If you have more than one class, upload all syllabuses (one at a time or together) and say:

"These are syllabuses for multiple classes. Please keep each class separate and clearly labeled."

Then say something like:

"Please extract all due dates, exams, and assignments from this syllabus."

Step 2: Assign Colors for Each Class

If you uploaded more than one syllabus, tell ChatGPT how you want each class color-coded.

For example:

"Please assign a different color to each class in the calendar:
Marketing = Blue
Theatre Arts = Purple
Psychology = Green"

You can either:

- Create one calendar per class (best for clean color-coding), or
- Import everything into one calendar and adjust colors later in Google Calendar.

Step 3: Confirm the Due Dates

Review the list ChatGPT gives you.

MAKE SURE:

- ALL EXAMS ARE INCLUDED
- PAPERS/PROJECTS ARE INCLUDED
- DATES AND CLASS NAMES LOOK CORRECT

IF ANYTHING IS MISSING, SAY:

"PLEASE DOUBLE-CHECK THE SYLLABUS FOR ANY OTHER DUE DATES."

STEP 4: ADD STUDY + PREP TIME

TELL CHATGPT YOUR PREFERRED STUDY SCHEDULE. FOR EXAMPLE:

"PLEASE ADD WEEKLY STUDY BLOCKS ON MONDAYS FROM 2-4 PM AND WEDNESDAYS FROM 3-5 PM, PLUS PREP SESSIONS BEFORE EXAMS AND PAPERS."

CHATGPT WILL PLAN:

- RECURRING STUDY BLOCKS
- EXTRA PREP TIME BEFORE BIG DEADLINES

STEP 5: ASK CHATGPT TO CREATE A CALENDAR FILE

SAY:

"PLEASE CREATE A GOOGLE CALENDAR (.ICS) FILE WITH ALL CLASSES, DUE DATES, STUDY BLOCKS, REMINDERS, AND COLOR-CODED BY CLASS."

CHATGPT WILL GENERATE AN .ICS CALENDAR FILE (THE SAME FORMAT GOOGLE CALENDAR USES).

STEP 6: SAVE THE .ICS FILE

COPY THE CALENDAR TEXT CHATGPT GIVES YOU.
OPEN NOTES, TEXTEDIT, OR NOTEPAD.
PASTE THE TEXT.
SAVE THE FILE AS:
CLASSNAME_SEMESTER.ICS
(MAKE SURE IT ENDS IN .ICS, NOT .TXT.)

STEP 7: IMPORT INTO GOOGLE CALENDAR

OPEN GOOGLE CALENDAR.
CLICK THE GEAR ICON → SETTINGS.
SELECT IMPORT & EXPORT.
UPLOAD THE .ICS FILE.

Choose which calendar to add it to.
Click import.

🎉 Done! Your entire semester is now organized.

Bonus Tips (Highly Recommended)

- Set email or phone notifications for exams
- Add personal commitments so you can see real availability
- Review your calendar weekly (5 minutes = less stress)

Why This Works

You stop relying on memory.
You see deadlines before they sneak up.
You study consistently instead of cramming.
You're using the syllabus like successful students do.

This isn't extra work — it's smarter work. You've got this!