Course Marketing: Publish bulk updates
How to publish bulk updates to multiple publishing plans

This guide is intended for staff who are responsible for managing/maintaining course marketing information for their Faculty or School.

Please refer to [Make bulk updates to plans](#) for further information on making changes in bulk to multiple publishing plans.

To publish bulk updates:

1. Navigate to **Student Recruiting/Publishing Plans/Process/Bulk Publish**.

2. On the *Find an Existing Value* tab, enter the **name of an existing bulk request** in the *Run Control ID* field.

3. Or click on the **Add a New Value** tab and enter a **name** for your bulk publish request in the *Run Control ID* field and click **Add**.

> ⓘ Keep note of the name you gave this request as you can reuse it in the future should you need to publish bulk changes again. You can enter this name into the *Run Control ID* field on the 'Find an Existing Value' tab.

4. On the Bulk Publish page, you will need to enter information into the *Academic Organization*, *Academic Career*, *Academic Year* and *Publishing Status* fields. You can also click on the **magnifying glass** to reveal the list of options. For *Publishing Status*, select **Approved**.

5. Click the **Search** button.

6. A list of publishing plans that match your search criteria will be displayed. Double check that the information in the *Updated By* and *Updated Date/Time* columns matches what you expect to see. Select the **publishing plans** you want to publish.

> ⓘ To select all of the publishing plans, click on the box with a tick mark in it.

7. Click on the **Run** button at the top of the page**.**

8. On the Process Scheduler Request page, click **OK** to confirm you want to proceed with the bulk request.

9. From the Bulk Publish page, click on the **Process Monitor** link at the top of the page.

10. The Process Monitor page shows you the status of your request, e.g. Queued, Pending, etc. Click the **Refresh** button at the top of the page until your *Run Status* shows as 'Success'.

> Once you publish your changes, the updated version of the degree profile has to be copied to a number of different servers. This process means that it can take up to 20 minutes or more before the changes appear on the University website.