

## Course Marketing: Add a chart

How to add a chart to provide additional course details

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

This guide explains how to create a chart that will be displayed in the course profile on the website. Only one chart of each type can be added to each degree profile. Please note that there will need to be text in the display area for the chart to publish. For example, a careers destination chart will not appear if there is no text in the corresponding Career Opportunities field.

Please refer to the course marketing content governance guidance approved by your Faculty Communications and Marketing Team for further information.

To add a chart:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
2. Search for the publishing plan you require (see [Search for a publishing plan](#)).
3. Click on the **more tabs arrow** to reveal the other tabs. Select the **Charts** tab.
4. Change the **Publishing Status** to *Draft* (see also [Make changes to a publishing plan](#)).
5. Click on **Save** at the bottom of the page.
6. From the *Type of Chart* field, select the **type of chart** you would like to use (see [examples](#)).



Note that if any digital content (i.e. banner image, document, photo of a person, chart) has already been uploaded to the plan, you will need to select the **little plus sign** in the top right-hand corner first before you can add new content (i.e. chart).

7. From the *Units for Values* field, select the **type of value measurement** that is appropriate for the type of chart (e.g. 'Hours per week' for 'Study breakdown – Overall'). If the units are percentages, you will get a warning message if your values do not add up to 100%.
8. In the *Chart Data* section, add the **appropriate information** in the *Category* and *Value* fields. Click on the **plus sign** to add another *Category* row. The *Order* column allows you to control the order in which the values will be added to the final pie chart.

9. Click on **Save** to save all of your changes.
10. Click on the **preview icon** (the sheet of paper with a pair of glasses in front) to see a preview of the University website.
11. When you are happy with your amendments, change the **Publishing Status** to *Ready for Approval* and click **Save**. The changes will now need to be approved, see [Approve changes to a publishing plan](#).

To upload another chart:

12. Click on the **little plus sign** at the top of the *Add a Chart* section and then follow steps 6-8 again.

To upload another type of digital content, click on the **little plus sign** in the top right-hand corner and then refer to the following how-to guides:

- [Upload a banner image](#);
- [Upload a contextual image](#);
- [Upload a document](#)
- [Upload a photo of a person](#).