

Course Marketing: Create a new publishing plan

How to create a new publishing plan

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

When a new Academic Plan (i.e. a new degree course) is added to Campus Solutions, a new publishing plan needs to be created so that the course will be advertised on the University website.

To create a new publishing plan:

1. Navigate to **Student Recruiting/Publishing Plans/Setup/Academic Plan Settings**.
2. Click on the **Add a New Value** tab.
3. In the *Academic Plan* field, enter the **Academic Plan code** or click on the **magnifying glass** to bring up a list of Academic Plan options and then select the **Academic Plan code** you need.
4. Click on the **Add** button.
5. From the *Academic Plan Settings* window, enter the **title** in the *Plan Title (for Main List)* field. This title should be exactly the same as the official title of the degree programme, leaving off any references to BA (Hons), BSc (Hons), etc.
6. From the *Award (for Main List)* field, click on the **magnifying glass** to display the list of award options and select the appropriate award.
7. From the *Duration (for Main List)* field, select the duration of the course from the **dropdown list**.
8. Under the *Also list the course under (aliases)* section, you can add aliases for a course (e.g. alternative names for a course). For example, Drama and Screen Studies could also be listed as Screen Studies and Drama. This field is optional and only needs to be used if you think it will be useful in helping prospective applicants find a specific course.
9. You can also add any linked plans (see [Link publishing plans](#)). This feature is useful in situations where there is a full-time and part-time version of the degree course or there are different qualification outcomes (e.g. Postgraduate Certificate, Postgraduate Diploma, etc.).
10. Click on the **Save** button at the bottom of the page.
11. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
12. Click on the **Add a New Value** tab.

13. In the *Academic Plan* field, enter the **Academic Plan code** or click on the **magnifying glass** to bring up a list of Academic Plan options and then select the **Academic Plan code** you need.
14. In the *Academic Year* field, enter the **year** for which this new publishing plan should apply.
15. Click on the **Add** button.
16. The Marketing Information page will appear. You can now add the course information across the tabbed sections (see [Make changes to a publishing plan](#)).



When new academic plans have been added to Campus Solutions, the plans will be added to the A to Z list when the Batch Publish process runs, which takes place at 6pm each working day. Therefore, your new course will usually appear in the A to Z list at around 6:30pm.