

Course Marketing: Link publishing plans

How to link publishing plans that share information

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

The linked plans feature is only used to create the course options grid for PG programmes (i.e. PGR and PGT). When you look at a degree profile for a postgraduate programme on the University website, you will see it includes a course options grid, as shown below:

Course options				
	Full-time	Part-time	Full-time distance learning	Part-time distance learning
MSc	Y	N	N	N

This grid shows the different versions of the programme that are offered by the University. These course options can be different modes of attendance (full-time, part-time, distance learning) or different awards (e.g. PG Diploma or PG Certificate for an MSc program).

When you enter a linked plan on the Academic Plan Settings page, it does not matter whether the linked plan has its own marketing record or not.

This guide explains how to add linked plans to a newly created publishing plan or existing publishing plans.

To link plans:

1. Navigate to **Student Recruiting/Publishing Plans/Set Up/Academic Plan Settings**.
2. On the *Find an Existing Value Tab*, enter the **academic plan code** in the *Academic Plan* field or click the **magnifying glass** to use the look-up feature.
3. Click on the **Search** button.
4. The *Academic Plan Settings* page will appear. Any existing linked plans will be listed towards the bottom of the page.
5. If this is a brand, new publishing plan, enter the **code** in the *Plan Code* field or click the **magnifying glass** to use the look-up feature. To add other plan codes, click on the **little plus sign** at the end of the plan code row to add a new row below.

6. If you are updating an existing plan, click on the **little plus sign** in the right-hand corner to create a new record. The *Effective Date* will default to today's date.
7. If there are no existing linked plans, enter the **code** in the *Plan Code* field or click the **magnifying glass** to use the look-up feature.
8. If there are existing linked plans listed, click on the **little plus sign** at the end of the last plan code row to add a new row below. Enter the **code** in the *Plan Code* field or click the **magnifying glass** to use the look-up feature.
9. Click the **Save** button at the bottom of the page.
10. You will then need to update and publish the corresponding publishing plans to reflect these new links (i.e. create a new draft, set the status to approved and publish). See [Make changes to a publishing plan](#) for further details.



If you have updated the *Duration* field in the academic plan (e.g. added a part-time course), you should also update the *Duration* field in the publishing plan so that the two records match.

11. When the changes to the plan are next published, the linked plans will appear as a table under *Course options* on the *Overview* tab on the website.