

Course Marketing: Search for a publishing plan

How to search for a publishing plan

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 search for an existing publishing plan.

To search for a publishing plan:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
2. Click on the **magnifying glass** that is next to the *Academic Plan* field. A list of academic plans will be displayed. Select the academic plan that you need.
3. If you already know the academic plan code, you can enter this information directly into the *Academic Plan* field.



Another way to find an academic plan code is to search for the course on the University's website. Once you have located the course, the 5-digit plan code will be listed in the URL:

www.manchester.ac.uk/study/undergraduate/courses/2017/00524/biology-3-years-bsc/

4. Click **Search**. The academic plan will then be displayed.