Course Marketing: Add a useful link
How to add a link for additional information

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 add a link (e.g. Discover more about, course brochure, etc.) that takes the applicant to further information about a subject area or a School website. The link will appear as part of the degree profile and, in most cases, be displayed below the left-hand side navigation menu.

To add a useful link:

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 **Additional Information** 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 *Useful Links* section, select the **type of useful link** from the *Type* field.

7. Copy and paste the **desired URL** in the *URL* field. Click **Verify Link** to check that the link is correct.

8. Enter a short title in the *Link Title* field.

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 web page.

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.