

Course Marketing: Apply new Content Type

How to apply a new Content Type in T4/Site Manager

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

This guide explains how to apply the new T4/Site Manager Content Type that has been created for course marketing pages. The first time any new digital content (i.e. videos, charts, images or documents) is added to a publishing plan these steps will need to be followed. After the new Content Type has been applied, any further changes in Campus Solutions will be automatically reflected on the website.

To apply the new content type:

1. Navigate to [T4/Site Manager](#).
2. For your School, navigate to the **Study** section.
3. Under the Study section, navigate to the **course** where you need to create a new item of content to enable digital features (e.g. Undergraduate/Choosing a course/Courses/Electrical and Electronic Engineering).
4. Click on the **course** you want to change.
5. Click on the **Add Content** button.
6. Select the **Course profile** option. The Content page will then be displayed.
7. In the *Name* field, enter the **name of the degree course**.
8. From the *Faculty* field, select your **Faculty**.
9. In the *Year* field, enter the appropriate **academic year**.
10. In the *Course ID* field, enter the **course ID**.
11. Then **Publish** the changes.