

## Course Marketing: Approve changes to a publishing plan

How to approve and publish changes to 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 approve and publish changes to a publishing plan. You can only change the status to *Approved* if the status of the publishing plan is *Draft* or *Read for Approval*.

To approve changes to a publishing plan:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
2. Search for the publishing plan you require (see [Search for a publishing plan](#)).
3. Change the **Publishing Status** to *Approved*.
4. Click on the **Save** button at the bottom of the page.
5. Click on the **Publish** button near the *Publishing Status* field.
6. A pop-up box will appear asking if you want to publish the changes. Click **Yes**.



Once you publish your changes, the updated version of the degree profile has to be copied to a number of different servers. This process means that it can take up to 20 minutes or more before the changes appear on the University website.