

## Course Marketing: Update award and duration details

How to update award and duration details for an Academic Plan

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

In an effort to help standardise the way that course award and duration information are displayed on the A to Z course list on the University's website, two additional mandatory fields have been added to the Academic Plan Settings page, i.e. *Award (for Main List)* and *Duration for Main List*.

To update the award and duration details:

1. Navigate to **Student Recruiting/Publishing Plans/Setup/Academic Plan Settings**.
2. Search for the publishing plan you require (see [Search for a publishing plan](#)).
3. To update the academic plan, click the **little plus sign** in the upper right corner. The Effective Date will default to the current date.
4. From the *Award (for Main List)* field, click on the **magnifying glass** to display the list of award options and select the appropriate award.
5. From the *Duration (for Main List)* field, select the duration of the course from the **dropdown list**.
6. Under the *Also list the course under (aliases)* section, you can add aliases for a course (e.g. alternative names for a course). For example, Drama and Screen Studies could also be listed as Screen Studies and Drama. This field is optional and only needs to be used if you think it will be useful in helping prospective applicants find a specific course.
7. Click on **Save** to save all of your changes. These changes will now need to be published as a new version of the degree profile.
8. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
9. Search for the publishing plan you require.
10. Change the **Publishing Status** to *Draft*.
11. Click **Save** at the bottom of the page.
12. The changes can now be approved, see [Approve changes to a publishing plan](#). The changes will be added to the A to Z list when the Batch Publish process runs, which takes place at 6pm each working day. Therefore, your changes will usually appear in the A to Z list at around 6:30pm.