How to look up events scheduled for a particular Programme of Study (POS) in OTIS and see which modules are compulsory and which are optional.

1. Open OTIS (link is available on the Timetabling Office webpage)
2. Select the timetable year you wish to view from the dropdown in the top left hand corner of the screen and then ‘View Report’ on the right hand side.
3. Click on the ‘POS’ link alongside your school
4. Look for the programme you wish to consider and click on it.
5. A timetable grid will appear, but it only gives part of the story. You can refine it by clicking on the tiny little arrow in the centre of the bar at the top of the screen.

6. This will open another menu that will confirm that you are in the correct year. Eg to view the 2020-21 timetable you need this box to show 2021. The ‘Select POS’ will show the POS you are looking at and then underneath it will allow you to either show the sub-group events or not as you wish and enable you to look term by term if you wish to.
7. The screen you have landed on will be stage 1. You can go forward to other stages using the arrow circled in the clip below.

8. WARNING – The screenshot above tells you that the current view is page 1 of 2? This piece of software cannot count! As you scroll through it will realise that there are more than 2 pages!
9. Events where the module code has a red border denotes that these are core modules. Events with an orange border are the optional modules. NOTE: the slightly irritating element of this software is that it only looks at things in 1 hour timeslots so where there is a longer event for a module it may not be immediately obvious that the event is a 2+ hour long event.