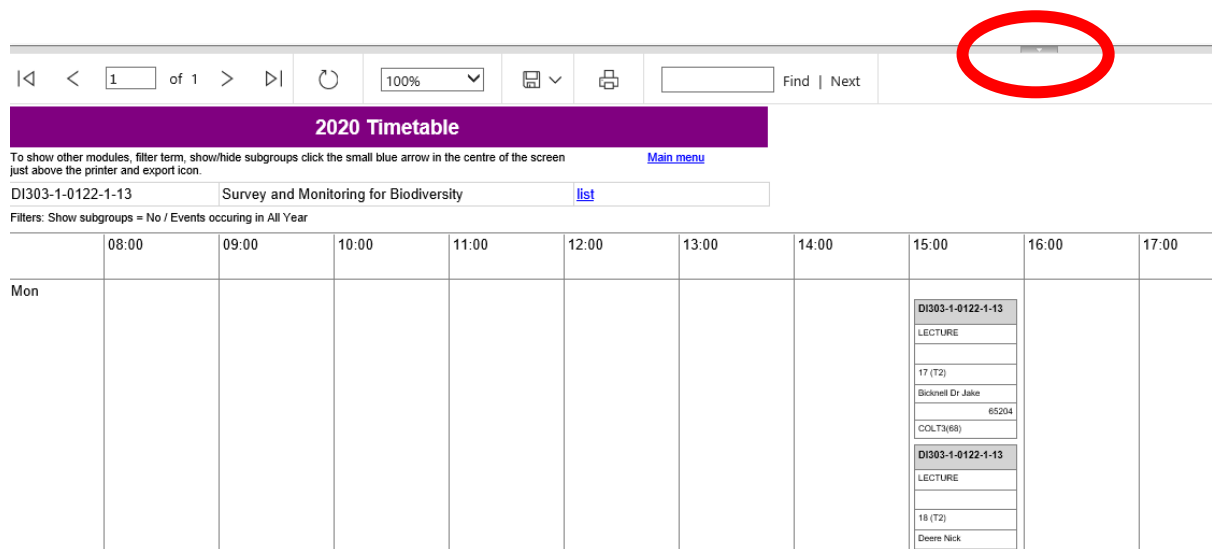


How to Stack your Choice of Modules in OTIS so they show on a single timetable grid.

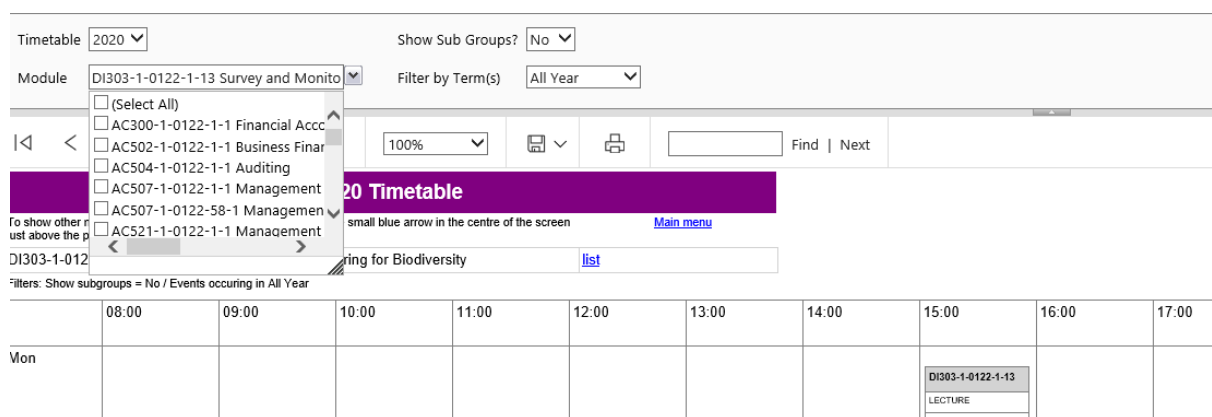
Open OTIS and ensure you have the correct academic year selected.

From the landing page in OTIS, select the link to 'Modules' and then chose any module (this has no bearing on your final choices) and then select the 'grid' view of that particular module. You should end up on a page looking similar to the one below:



The screenshot shows the OTIS interface for the 2020 Timetable. At the top, there is a navigation bar with a small blue arrow circled in red. Below this is a purple header for '2020 Timetable'. The main content area shows a grid for the month of Monday. The grid has columns for time slots from 08:00 to 17:00. A module titled 'DI303-1-0122-1-13 Survey and Monitoring for Biodiversity' is listed in the 15:00 slot. The interface includes various filters and a search bar.

From here, click on the tiny arrow circled above to expand the menu bar. In the expanded menu bar which will now appear, you can select as many modules as you wish, including modules from other academic schools that you may be aware are popular with your students. You can also narrow your choices by selecting a single term and deciding whether or not to show the sub-group events.



This screenshot shows the OTIS interface with the module selection menu expanded. The menu lists several modules, including 'DI303-1-0122-1-13 Survey and Monitoring for Biodiversity', 'AC300-1-0122-1-1 Financial Accounting', 'AC502-1-0122-1-1 Business Finance', 'AC504-1-0122-1-1 Auditing', 'AC507-1-0122-1-1 Management', and 'AC521-1-0122-1-1 Management'. The '2020 Timetable' header is visible, and the grid below shows the module 'DI303-1-0122-1-13' in the 15:00 slot for Monday.