



HELP GUIDE – HOW TO ENTER YOUR PROGRAM REVIEW IN DIAMOND

This Help Guide will walk you through how to add your Program Review to Diamond. If you have any questions, please email planning@otc.edu.

STEP 1 – LOGIN TO DIAMOND

- The website is otcc.strategicplanningonline.com
- Your username and password are the same as your OTC username and password.

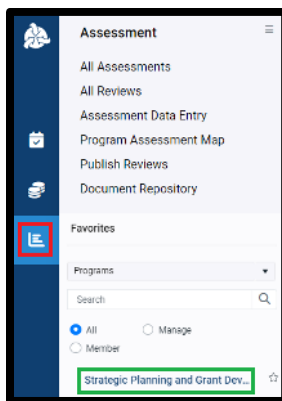
STEP 2 – SELECT THE “2025-2026 (Current)” PLANNING YEAR

- In the upper right corner, ensure the **Planning Year** is **2025-2026**.

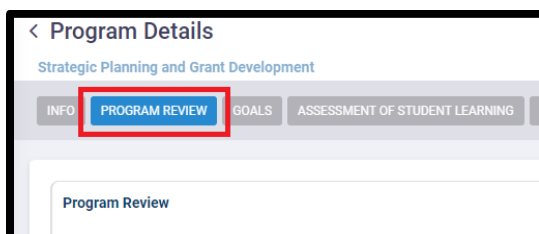


STEP 3 – ENTER YOUR PROGRAM REVIEW INFORMATION

- A. Click on the **Assessment Icon** on the left menu.
- B. Click your **Program/Department** name.



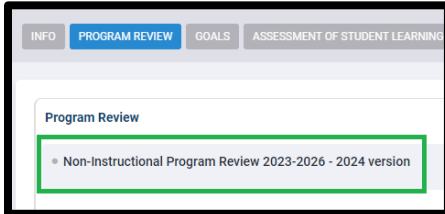
- C. The Program Details screen will appear. Click on the **Program Review** tab located along the top of the screen.



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- D. Click on the **Non-Instructional Program Review 2023-2026 – 2024 Version** or **Instructional Program Review 2023-2026 – 2024 Version**.

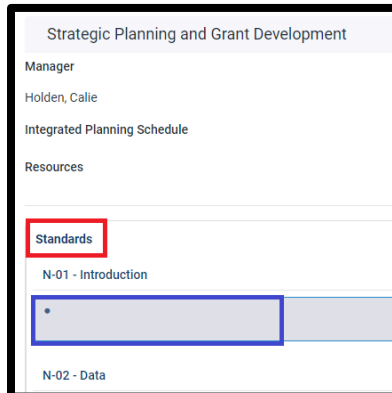
Note – You will only see the option listed that matches your program/department type.



- E. The **Questions** (Standards) will appear on the screen:

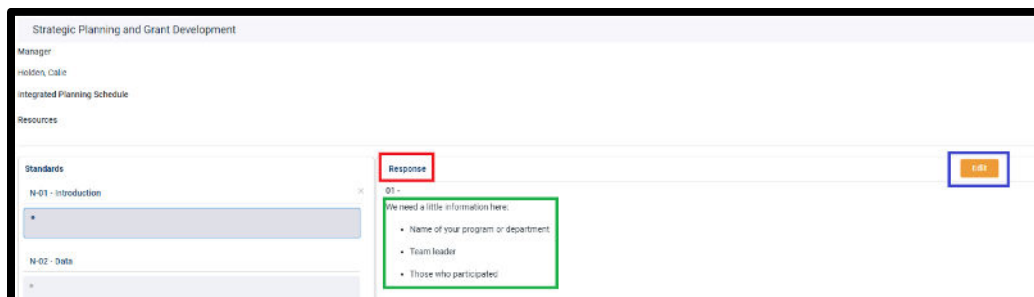
1. Click on the **gray box** under the first question.

Instructional Areas will see I-01 – Introduction; Non-Instructional Areas will see NI-01 – Introduction.



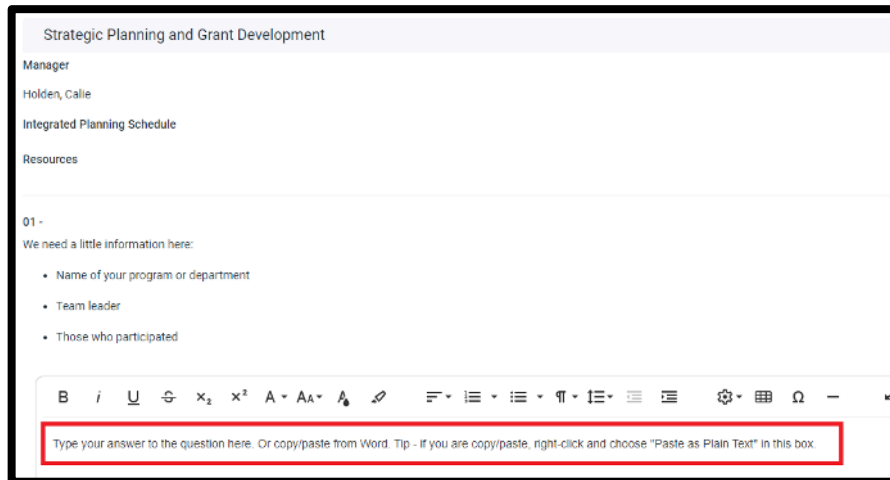
- F. The **Response** screen will appear on the right.

1. Click **Edit** to submit your response to the question.

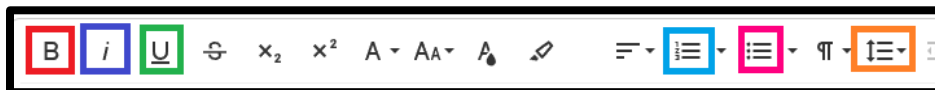


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2. Type your answer in the **text box** OR copy/paste it from your Word doc.
If you are doing copy/paste from Word, right-click in the text box and choose “Paste as plain text” – it will format nicer for you.



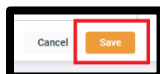
3. Format your text if desired. The options are like Word.



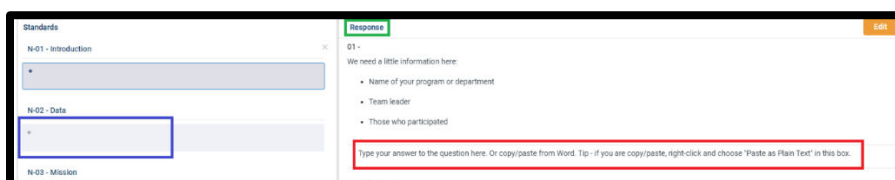
Some formatting options you may prefer:

- Bold Text**
 - Italic Text*
 - Underline Text
1. **Create Numbered List**
 - **Create Bulleted List**
 - Change Paragraph Spacing**

4. Scroll down and click **Save** when complete.



5. The **text you entered** will appear on the **Response** screen.
6. Move to the next question on the left and **click on the gray box**.

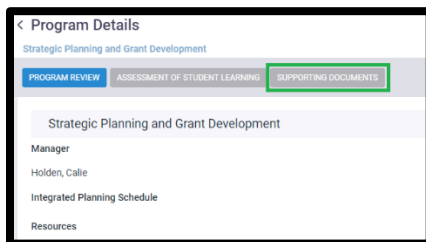


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- Repeat steps 1-6 until you have answered all the questions. If you have any supporting documents you would like to submit, go to Step 4 below. Otherwise, you have completed your Program Review entry!

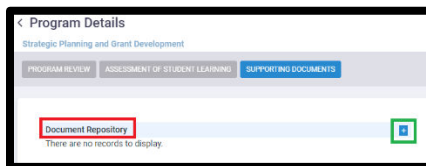
STEP 4 – UPLOAD ANY SUPPORTING DOCUMENTS (OPTIONAL)

- If you have any documents you would like to upload to your Program Review, click on **Supporting Documents** along the gray box at the top of the screen:

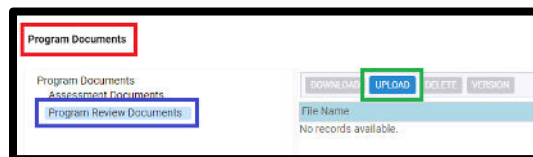


- Hover over the **Document Repository** heading. *The line will turn blue and the **add icon** (a blue plus sign) will appear on the right side.*

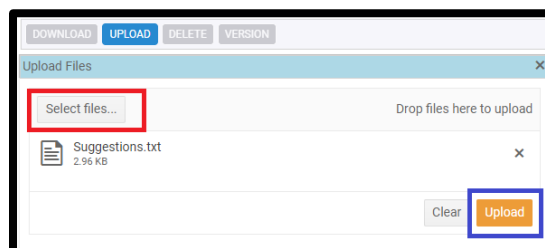
- Click the **Add** icon.



- The **Program Documents** screen will appear.
 - Click on **Program Review Documents**.
 - Click on **Upload**.

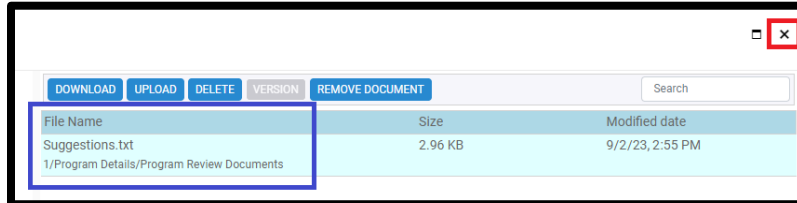


- Click **Select files...** and find the document you would like to add.
- Click **Upload**.



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5. This will upload **your document** to the Program Review Documents folder.
6. Repeat steps 1-5 to upload any additional documents or click on the **X** to return to the main screen.



Your Program Review has now been entered.