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.

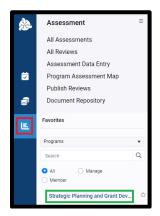
STEP 2 – SELECT THE "2024-2025 (Current)" PLANNING YEAR

• In the upper right, ensure the **Planning Year** is **2024-2025 (Current)**.

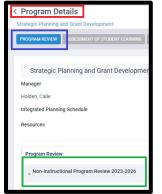


STEP 3 – ENTER YOUR PROGRAM REVIEW INFORMATION

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



- C. The **Program Details** screen will appear. You should default to **Program Review tab.** If not, click on it to open the Program Review screen.
- D. Click on the Non-Instructional Program Review 2023-2026 or Instructional Program Review 2023-2026. You will have the option listed that matches your program/department type.



- E. The **Questions** (Standards) will appear on the screen:
 - Click on the gray box under the first question. Instructional Areas will see I-01 – Introduction; Non-Instructional Areas will see NI-01 – Introduction.

Strategic Planning and Grant Dev	elopment
Manager	
Holden, Calie	
Integrated Planning Schedule	
Resources	
Standards N-01 - Introduction	
•	
N-02 - Data	

- F. The **Response** screen will appear on the right.
 - 1. Click Edit to submit your response to the question.

Strategic Planning and Grant Development		
Manager		
Holden, Calie		
Integrated Planning Schedule		
Resources		
Standards	Response	Edit
N-01 - Introduction	× 01-	
•	We need a little information here:	
	Name of your program or department	
N-02 - Data	Team leader	
	Those who participated	

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.

Strategic Planning and Grant Development
Manager
Holden, Calie
Integrated Planning Schedule
Resources
01 -
We need a little information here:
Name of your program or department
Team leader
Those who participated
Β i U ↔ x₂ x² Α→Α→ Α 🖉 ☴→ ≔→ ≔→ ¶→ t⊟→ ≔ ֎→ ⊞ Ω → ₩
Type your answer to the question here. Or copy/paste from Word. Tip - if you are copy/paste, right-click and choose "Paste as Plain Text" in this box.

3. Format your text if desired. The options are similar to 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**.

ſ	Standards	Response	Edit
	N-01 - Introduction ×	01 - We need a little information here: • Name of your program or department • Team leader	
	N-02 - Data	Those who participated	
l	N-03 - Mission	Type your answer to the question here. Or copy/paste from Word. Tip - if you are copy/paste, right-click and choose 'Paste as Plain Text' in this box.	

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

STEP 4 – UPLOAD ANY SUPPORTING DOCUMENTS (OPTIONAL)

A. 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:

< Program De	tails	
Strategic Planning a	nd Grant Development	
PROGRAM REVIEW	ASSESSMENT OF STUDENT LEARNING	SUPPORTING DOCUMENTS
Strategic P	lanning and Grant Developme	ent
Manager		
Holden, Calie		
Integrated Plannin	g Schedule	
Resources		

B. 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.

C. Click the Add icon.



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



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

Ξ		
	DOWNLOAD UPLOAD DELETE VE	RSION
ι	Jpload Files	×
	Select files	Drop files here to upload
	Suggestions.txt 2.96 KB	×
		Clear Upload

- 5. Your document will be uploaded 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.

	CUMENT	Search
File Name	Size	Modified date

Your Program Review has now been entered.