HOW TO ADD YOUR PROGRAM REVIEW TO 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
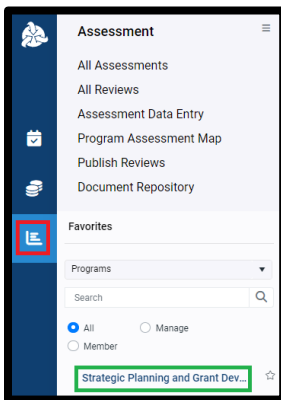- Your username and password are the same as your OTC username and password.

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

- In the upper right, ensure the **Planning Year** is **2024-2025 (Current)**.
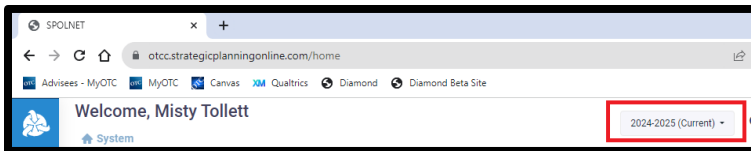
STEP 3 – ENTER YOUR PROGRAM REVIEW INFORMATION

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**.
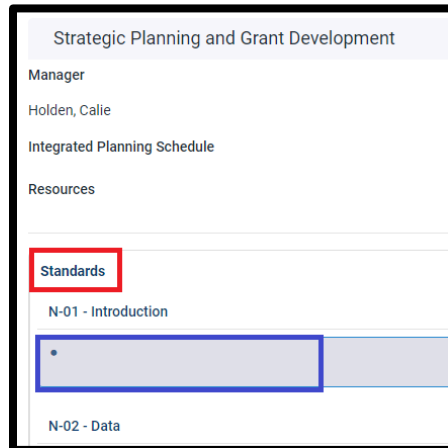   *You will have the option listed that matches your program/department type.*
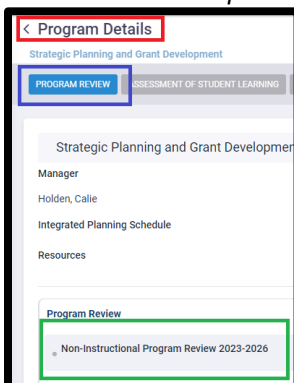
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E. The **Questions** (Standards) will appear on the screen:
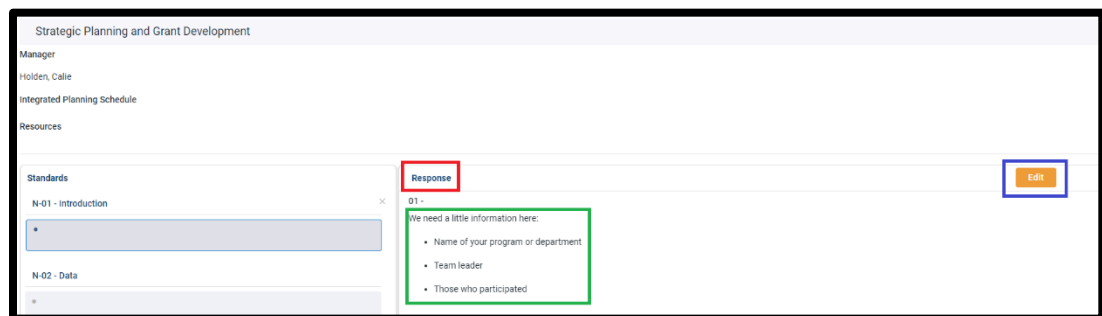   1. Click on the **gray box** under the first question.
        Instructional Areas will see I-01 – Introduction; Non-Instructional Areas will see NI-01 – Introduction.
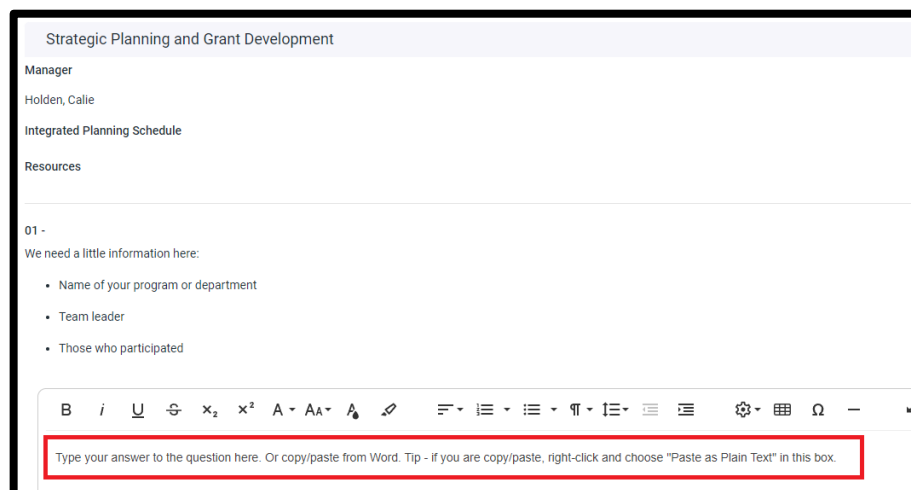
F. The **Response** screen will appear on the right.
    1. Click **Edit** to submit your response to the question.

    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.

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

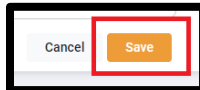Some formatting options you may prefer:
Bold Text
Italic Text
<u>Underline Text</u>
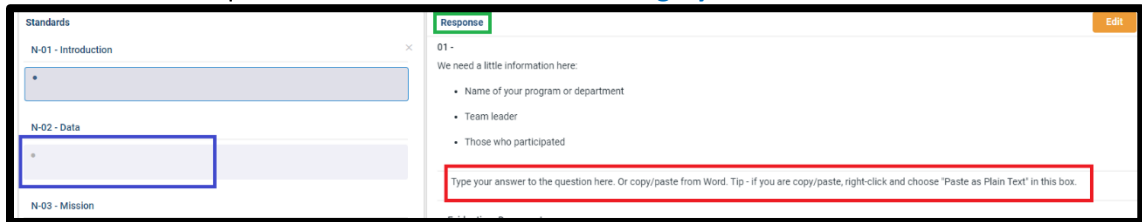1. Create Numbered List
- Create Bulleted List
Change Paragraph Spacing

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**.

7. 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:
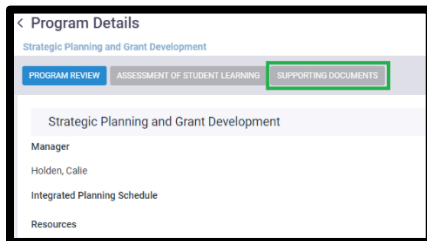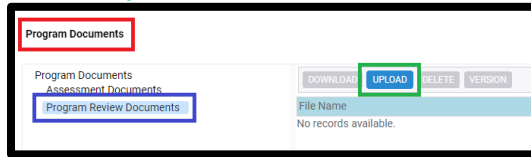
B. Hover over the **Document Repository** heading.
*The line will turn blue and the **add icon** (a blue plus sign) will appear on the right side.*
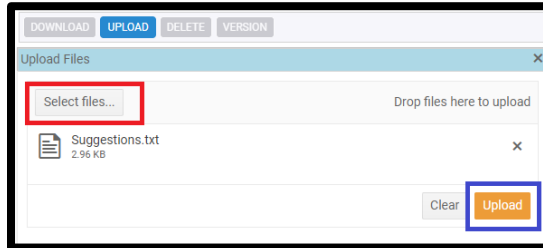C. Click the **Add** icon.
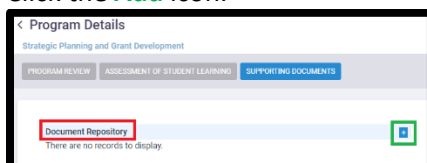
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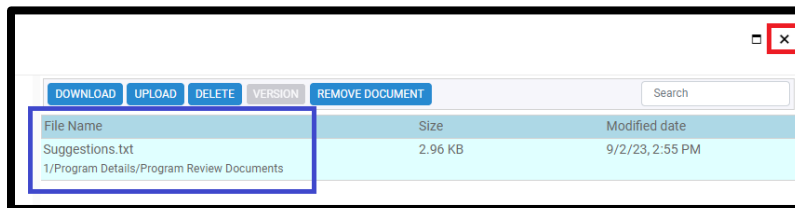D. The **Program Documents** screen will appear.
    1. Click on **Program Review Documents**
    2. Click on **Upload**

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

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.

Your Program Review has now been entered.