QUICK REFERENCE GUIDE: COMPLETING *2018-2019 TEI SPOT AND EXTENDED OBSERVATIONS*

Note: Evaluators must launch an off-cycle review task in Cornerstone for TEI Spot, Extended, and Summative review tasks.
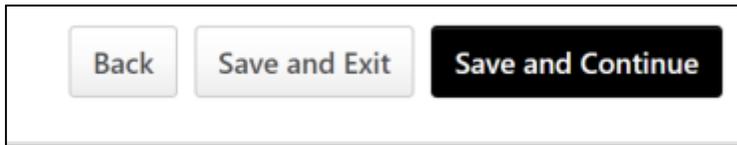*See the Quick Reference Guide linked here to assist with that process.*

1. Log in to Cornerstone: https://dallasisd.csod.com
2. Hover over **Performance** and select **Performance Reviews.** Follow the outlined process to launch a spot or extended review. Click on the text of the observation task to open.

3. Scroll down and select **Get Started**.

4. The TEI Appraiser Notes section will load. Evaluators may use this OPTIONAL FEATURE to script observations or add evidence. Click **Add Evidence** to use this feature or click **SAVE AND CONTINUE** to advance without scripting.

> **⚠ Note for Appraisers:**
> The scripting/appraiser notes page is OPTIONAL. Click save and continue to proceed without using this feature.

5. The ratings screen will load. For each indicator, evaluators will complete *two text boxes* to provide a **RATING** and **COMMENTS/EVIDENCE**. Both require the evaluator to type into the comment boxes.

> **Note for Appraisers:**
> Each indicator is listed twice. In the first box, type a rating of 0, .5, 1, 1.5, 2, 2.5, 3, or NR only. Do not add comments.

> **Note for Appraisers:**
> Each indicator is listed twice. Use the second box to add optional comments for the indicator.

6. After all required rating and comment boxes are complete, scroll to the bottom of the page and click **SAVE AND CONTINUE** or select **SAVE AND EXIT** to save the review as a draft.

7. Complete the required fields for **Praise, Question, and Polish/Next Step**.

8. Click **Save and Exit** or **SUBMIT.**

ADDITIONAL NOTES FOR EVALUATORS

- **No overall score is tabulated for the Spot or Extended Observation**. As a reminder, there is no mathematical formula applied to these observations in preparation for Summative Review.
- **Evaluators must *launch* a review in Cornerstone before it can be completed**. See the Quick Reference Guide here to assist in launching a review task.
- **After the review has been submitted, it will become visible to the employee**. Evaluators are encouraged to "Save and Exit" to hold the review in draft form until the feedback conference has taken place.
- See additional Quick Reference Guides for completing Spot, Extended, and Summative review tasks online in Cornerstone by visiting the resources section of the TEI website at https://tei.dallasisd.org.

Contact the TEI/Performance Management team at 972.749.5712 or tei@dallasisd.org for additional assistance.