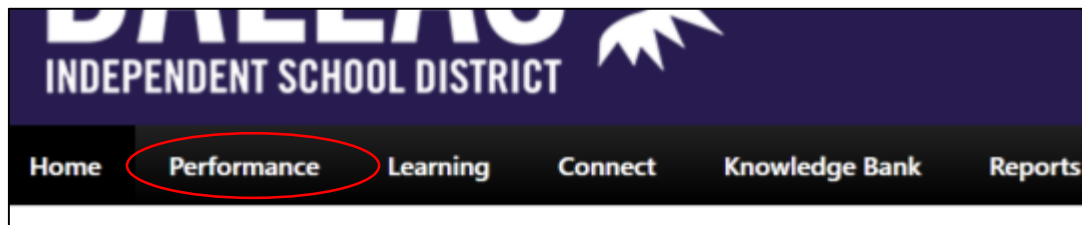


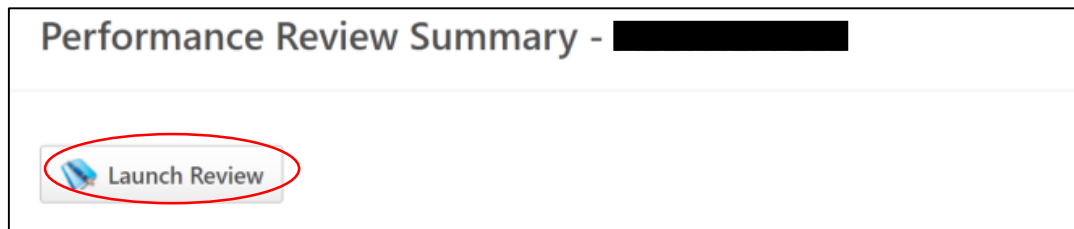
## QUICK REFERENCE GUIDE: LAUNCHING 2018-2019 TEI SPOT AND EXTENDED OBSERVATIONS

Note: Evaluators must be made the primary appraiser of a minimum of one employee in Cornerstone before the function to complete observations is available in Cornerstone. [See the QRG for appraiser changes linked here for more information.](#)

1. Log in to Cornerstone: <https://dallasisd.csod.com>
2. Navigate to **Performance** and select **Performance Reviews**.



3. Select **Launch Review** from the menu options, and a new window will load.



4. On the Launch Performance Review screen, select Someone else, and search using the small icon to the right.

**Launch Performance Review**

Who is this review for?

Me  
 Someone else

User

Which review form would you like to use?

Select Review Form



**Note for Appraisers:**

Search carefully for the correct employee. The use of Employee ID numbers is recommended for employees with common names.

5. Select Spot Observation of Extended Observation using the small icon to the right.

**Launch Performance Review**

Who is this review for?

Me  
 Someone else

User

Which review form would you like to use?

Select Review Form



**Note for Appraisers:**

The employee must be selected before the option to select spot observation or extended will appear.

6. Click the text for **2018-2019 TEI Spot Observation** or 2018-2019 TEI Extended Observation. The selection will return the user to the previous screen.

7. Complete the required **Observation Date and Time** field in the MM/DD/YYYY and HH:MM format.

Who is this review for?  Me  Someone else SMITH, JERELLEN x

Which review form would you like to use? 2018-2019 TEI Extended Observation x

Extended Observation Date and Time (Format: MM/DD/YYYY and HH:MM)


Expiration Date: 6/30/2019

2018-2019 TEI Extended Observation

Description: vFinal

Workflow:

Cancel Launch

 **Note for Appraisers:**

Enter the date and time the observation occurred in this box in the format requested.

8. Click **Launch**. The user will be returned to the **Performance Review Summary** page.


9. The review will now be available to launch on the Performance Review Summary page. **Click the text to begin.**

Launch Review

My Assigned Reviews My Personal Reviews

Title:  Search

Show completed and expired tasks

Title	Description
 Complete Extended Observation of JERELLEN SMITH (ssssssssssss)	vFinal

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](mailto:tei@dallasisd.org) for additional assistance.