QUICK REFERENCE GUIDE: LAUNCHING 2020-2021 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.

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

6. Click the text for 2020-2021 TEI Spot Observation or 2020-2021 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.

- **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.**

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](https://tei.dallasisd.org). Contact the TEI/Performance Management team at 972.749.5712 or **tei@dallasisd.org** for additional assistance.