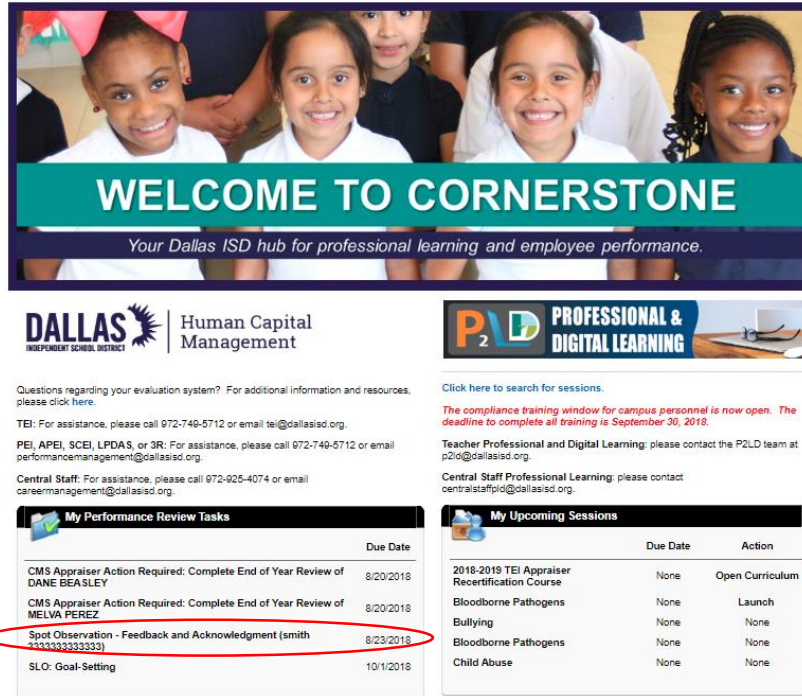


QUICK REFERENCE GUIDE: SPOT AND EXTENDED OBSERVATION ACKNOWLEDGMENT

1. Log in to Cornerstone using EAD username and password: <https://dallasisd.csod.com>
2. Scroll down the welcome page to “My Performance Review Tasks” and click on **Observation – Feedback and Acknowledgment**



WELCOME TO CORNERSTONE
Your Dallas ISD hub for professional learning and employee performance.

DALLAS INDEPENDENT SCHOOL DISTRICT Human Capital Management

P2LD PROFESSIONAL & DIGITAL LEARNING

Questions regarding your evaluation system? For additional information and resources, please click here.
TEI: For assistance, please call 972-749-5712 or email tei@dallasisd.org.
PEI, APEI, SCEI, LPDAS, or 3R: For assistance, please call 972-749-5712 or email performancemanagement@dallasisd.org.
Central Staff: For assistance, please call 972-925-4074 or email careermanagement@dallasisd.org.

Click here to search for sessions.
The compliance training window for campus personnel is now open. The deadline to complete all training is September 30, 2018.
Teacher Professional and Digital Learning: please contact the P2LD team at p2ld@dallasisd.org.
Central Staff Professional Learning: please contact centralstaffpld@dallasisd.org.

My Performance Review Tasks	
	Due Date
CMS Appraiser Action Required: Complete End of Year Review of DANE BEASLEY	8/20/2018
CMS Appraiser Action Required: Complete End of Year Review of MELVA PEREZ	8/20/2018
Spot Observation - Feedback and Acknowledgment (smith 433333333333)	8/23/2018
SLO: Goal-Setting	10/1/2018

My Upcoming Sessions		
	Due Date	Action
2018-2019 TEI Appraiser Recertification Course	None	Open Curriculum
Bloodborne Pathogens	None	Launch
Bullying	None	None
Bloodborne Pathogens	None	None
Child Abuse	None	None

3. The acknowledgment will load in a new screen. Scroll down and select **Get Started**.

Get Started

4. Review the ratings and comments from the appraiser. Scroll down and select **Save and Continue**.

Save and Continue

5. Review the observation feedback. Scroll down and select **Save and Continue**.

Save and Continue

6. Complete the electronic signature by typing name and selecting **Sign**.

Sign

7. Add any additional comments for the appraiser and select **Submit**.

Submit

ADDITIONAL NOTES

- Access completed tasks in Cornerstone by selecting **Performance > Performance Reviews > My Personal Reviews** on the Cornerstone welcome page.
- 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.