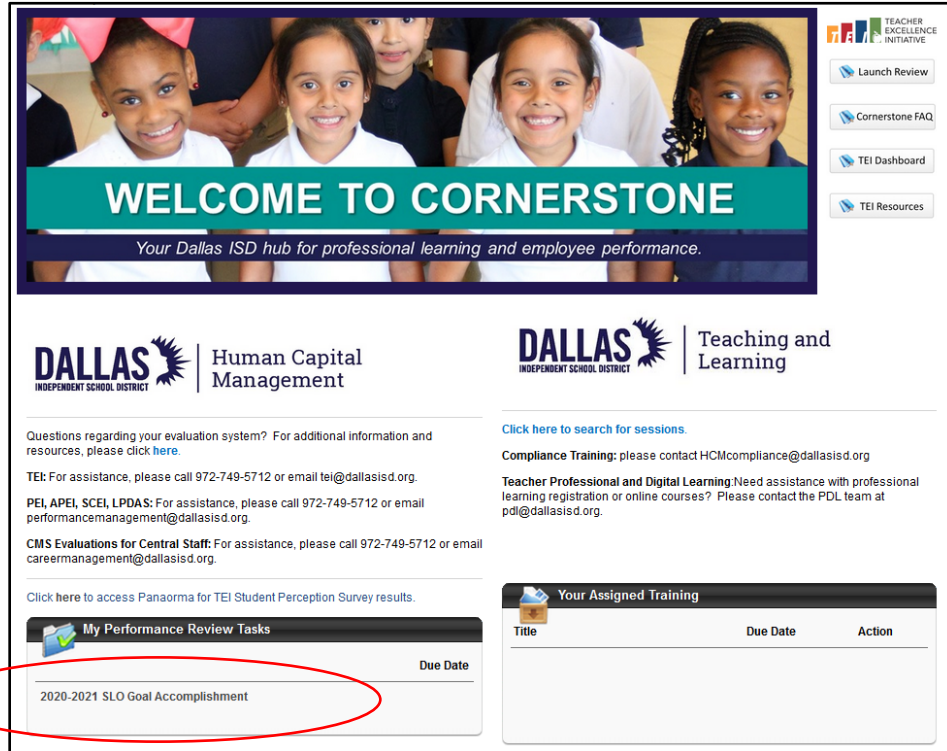


## QUICK REFERENCE GUIDE: SUBMITTING THE STUDENT LEARNING OBJECTIVE GOAL ACCOMPLISHMENT (SLO)

*Note: One-semester teachers may submit their completed fall SLO data as soon as the window opens, and year-long teachers may submit at their convenience on or before May 1<sup>st</sup>.*

1. Log in to **Cornerstone** using your EAD username and password: <https://dallasisd.csod.com>
  - Preferred internet browsers: Mozilla Firefox and/or Internet Explorer
2. Scroll down the welcome page to “My Performance Review Tasks” and click on **2020-2021 TEI SLO Goal Accomplishment**.



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

**DALLAS** INDEPENDENT SCHOOL DISTRICT | Human Capital Management

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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](mailto:tei@dallasisd.org).

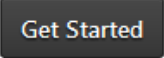
PEI, APEI, SCEI, LPDAS: For assistance, please call 972-749-5712 or email [performancemanagement@dallasisd.org](mailto:performancemanagement@dallasisd.org).

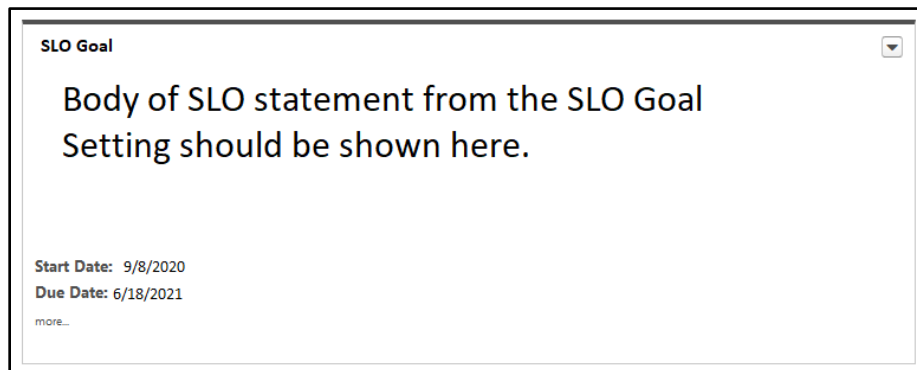
CMS Evaluations for Central Staff: For assistance, please call 972-749-5712 or email [careermanagement@dallasisd.org](mailto:careermanagement@dallasisd.org).

Click here to access Panorama for TEI Student Perception Survey results.

My Performance Review Tasks	
	Due Date
2020-2021 SLO Goal Accomplishment	

Your Assigned Training		
Title	Due Date	Action

3. The SLO task will load in a new screen. Scroll down and select **Get Started**. 
4. **This page will show the Student Learning Objective that you added during the Goal Setting phase.** Your Goal Accomplishment document(s) and answers should be based on the Goal that you see here.



**SLO Goal** ▼

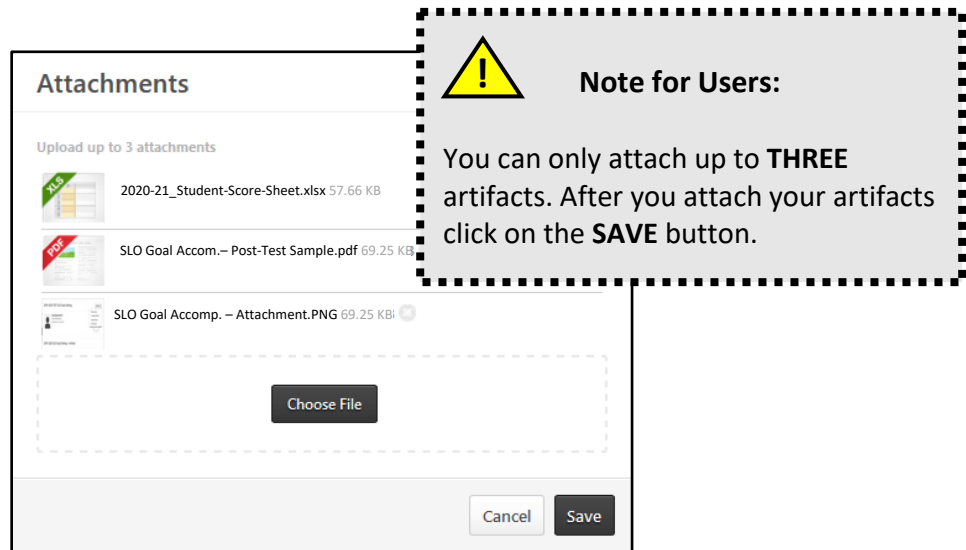
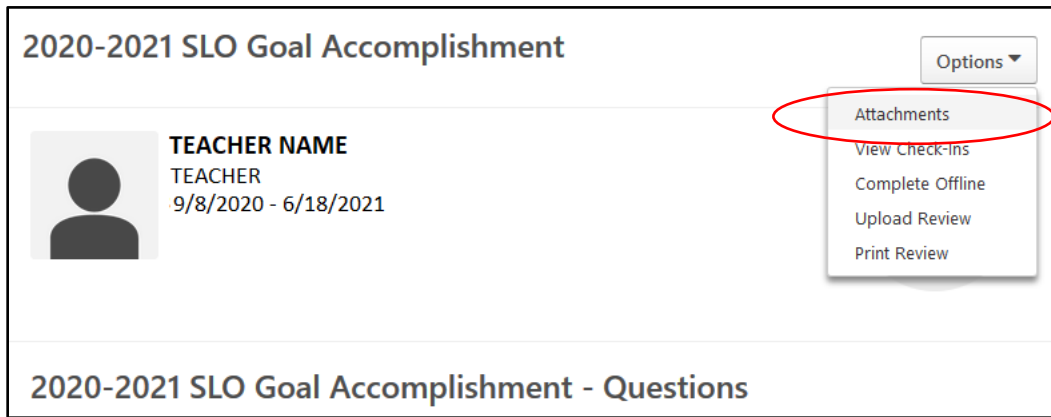
Body of SLO statement from the SLO Goal Setting should be shown here.

Start Date: 9/8/2020  
Due Date: 6/18/2021  
more...

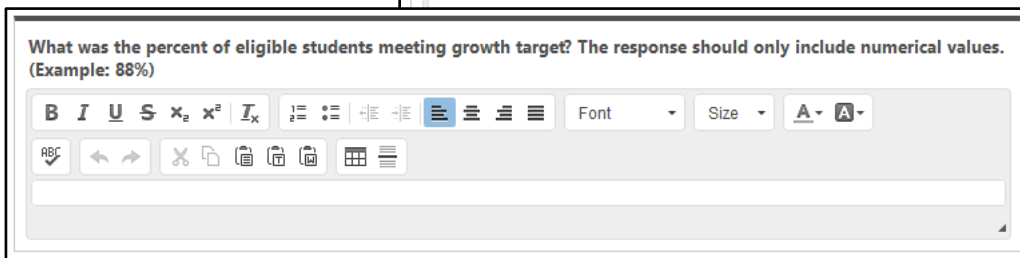
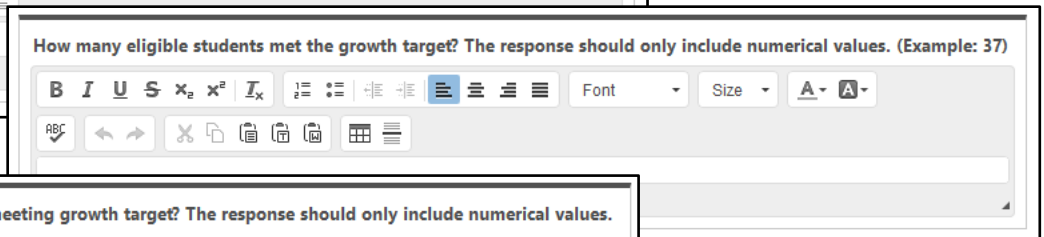
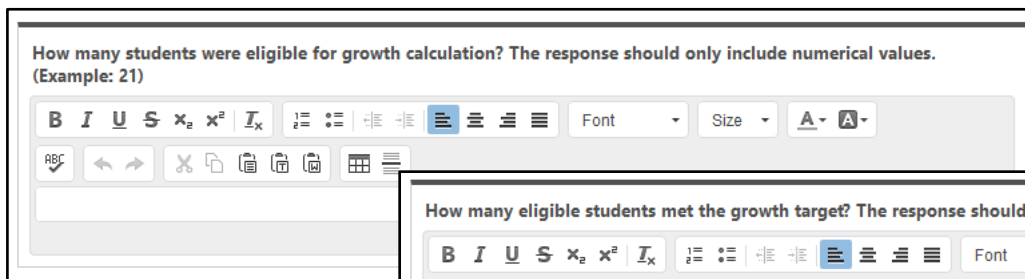
5. Click the **Save and Continue** button at the lower right side of the screen to advance to the next page.

**Save and Continue**

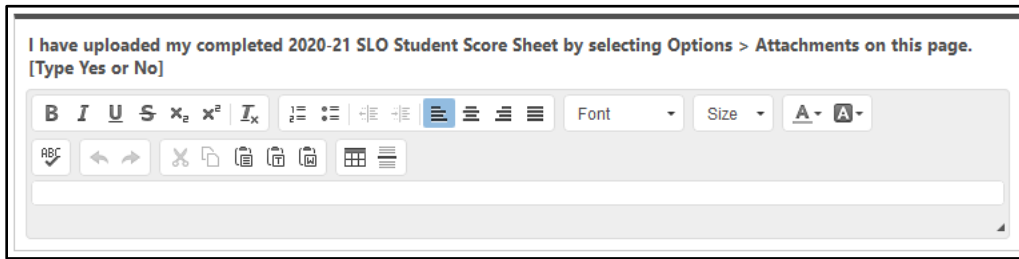
6. Click on the **Options** button at the top and select **Attachments**. Here you will upload your completed 2020-2021 SLO Score Sheet. *If you attached your SLO Score Sheet during the SLO Goal Setting process, it can be found in your Performance Reviews tab in the My Personal Reviews section.*



7. Using your completed 2020-2021 SLO Score Sheet **Answer** the (4) questions on this page in the text boxes provided. **Note: Questions 1-3 should be answered using numerical values only.**



**Note: Question 4 should be answered with a 'Yes' or 'No' only.**



I have uploaded my completed 2020-21 SLO Student Score Sheet by selecting Options > Attachments on this page.  
[Type Yes or No]

The screenshot shows a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), list creation (bulleted, numbered), indentation, alignment (left, center, right, justified), font and size selection, and text color selection. Below the toolbar is a text input area.

8. Click the **Save and Continue** button at the lower right side of the screen to advance to the next page.

Save and Continue

9. Complete the SLO acknowledgment by signing/typing your name and clicking the **Sign** button.

10. Click **SUBMIT**. The SLO Goal Accomplishment will be forwarded to your appraiser for validation/review and your current appraiser will be notified via email to schedule the virtual or in-person goal accomplishment conference.

## ADDITIONAL NOTES

- Access completed tasks in Cornerstone by selecting **Performance > Performance Reviews > My Personal Reviews** on the Cornerstone welcome page. Tasks with attachments will have a paper clip icon on the right hand side.
- Remember, the SLO Goal Accomplishment will be verified by the primary appraiser but scored centrally.
- 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.