

Note: Counselors should submit the Goal Setting before October 18<sup>th</sup>, 2024, or within 30 days of hire date into the position.

1. Log in to **Cornerstone** using your EAD username and password: <https://dallasisd.csod.com>
  - Preferred internet browsers: Mozilla Firefox or Google Chrome
2. On the welcome page in the **My Performance Review Tasks** section, click on **2024-25 SCAI: Goal-Setting & Planning Conference**.

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

**DALLAS** Human Capital Management  
**DALLAS** Teaching and Learning

Questions regarding your evaluation system? For additional information and resources, please click [here](#).

TEI: For assistance with [TEI evaluation](#), please call 972-749-5712 or email [tei@dallasisd.org](mailto:tei@dallasisd.org).

PEI, APEI, SCAI, DLA: For assistance with [your evaluation](#), please call 972-749-5712 or email [performancemanagement@dallasisd.org](mailto:performancemanagement@dallasisd.org).

CMS Evaluations for Central Staff and Campus-Based Support Staff: For assistance with [your evaluation](#), 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 Assigned Training**

Title	Due Date	Action

**My Performance Review Tasks**

Task	Due Date
2024-25 SCAI: Goal-Setting & Planning Conference	10/18/2024

3. The Overview section of the goal setting task will load on the screen. Scroll down and select **Get Started**
4. **Review** the question in the **Priorities** section and use the comment box to provide your response.

After a review of the school data, the following priorities were identified:

Using the space below, list the priorities that were identified.

Comments: \*

**B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>** **Font** **Size** **A- A+**

ABC ↩ ↪ ✂ 📄 🗑 🗑 🗑 🗑 🗑

5. Select **Save and Continue** to proceed to the next page.

6. Click Add Goal or Student Learning Objective.

**2024-2025 Counselor: Program Goal Statements**

Based on priorities listed on the previous page, the following goals were identified.

**The school counseling program may focus on the following such as achievement, attendance, behavior and/or school safety goals this year.**

Each counselor evaluated on the **SCAI** will be required to have 3 goals entered into the system. Goals should be rigorous yet attainable to challenge employees while allowing them to grow and develop professionally.

Please click 'ADD GOALS OR STUDENT LEARNING OBJECTIVE' button on the right side of the screen.

Please note, you will select a goal at a time. After each goal is entered in this screen, you will click on the next goal, click 'ADD GOAL OR STUDENT LEARNING OBJECTIVE' button on the right side of the screen.

Click "Save and Continue" button on the right side of the screen.

**Note for Users:**

Each counselor evaluated on SCAI will be required to enter **2-3** goals in Cornerstone. Goals should be rigorous yet attainable to challenge employees while allowing them to grow and develop professionally.

7. The goal setting entry screen will load. Complete required fields and select **SAVE**. Repeat this step to add additional goals.

**Create Goal or Student Learning Objective**

**Teachers: Please see steps below:**  
**Step 1:** Enter your Student Learning Objective/SLO below. Do not change the start and end dates.  
**Step 2:** Click SAVE to return to the previous screen.

**Central Staff (CMS) or campus-based employees evaluated under CMS, CSEI, DLA, or SCAI:**  
**Step 1:** Enter your job-specific, measurable SMART goal below.  
**Step 2:** Click 'SAVE'.  
*Note, if you are identifying more than one goal, you will need to complete the CREATE GOALS screen once for each goal.*

All fields marked "\*" are required

**Goal / SLO \***

Goal / SLO

**Description**

B I U S I<sub>x</sub> [List Icon] [Link Icon] [Image Icon] [Media Icon]

**Start Date \*** **Due Date \***

8/26/2024 [Calendar Icon] 6/20/2025 [Calendar Icon]

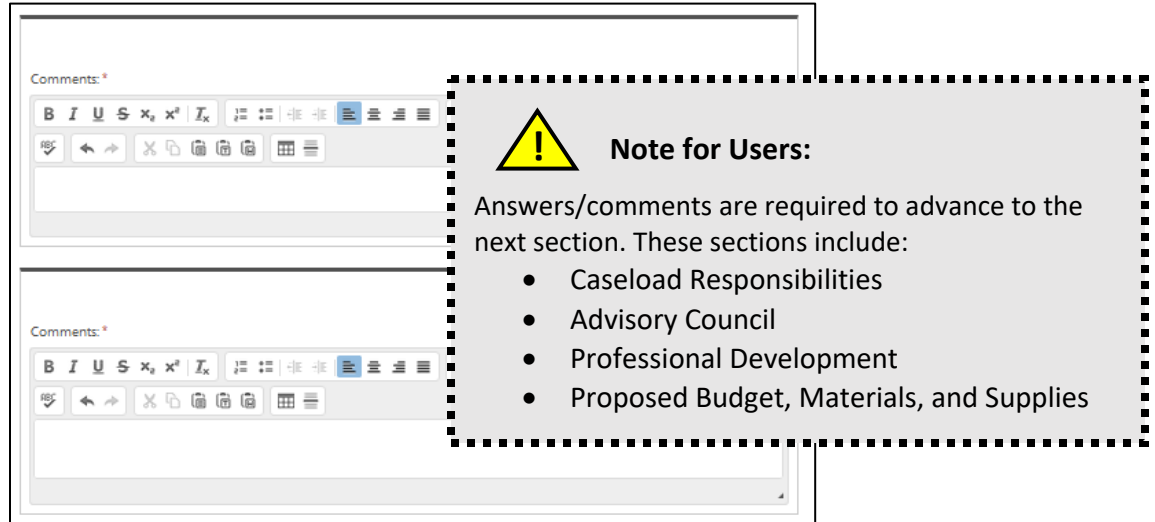
Enter a title in the Goal field.

Review this [goal setting document](#) for items to address in this section.

Date range should read: **8/26/2024 – 6/20/2025**. If the date range is correct, **DO NOT CHANGE**.

8. The goal setting will now appear on the previous screen. Select **Save and Continue** to proceed.

9. During the next four sections you will use the comment boxes to answer the Counselor related questions. Instructions are provided for each section. Select **Save and Continue** to proceed to the next section.



The image shows two identical comment boxes stacked vertically. Each box has a title 'Comments:' and a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and text color. A dashed black box highlights a 'Note for Users' section on the right side of the top comment box. The note contains a yellow warning triangle icon and text stating that answers/comments are required to advance to the next section, listing four required sections: Caseload Responsibilities, Advisory Council, Professional Development, and Proposed Budget, Materials, and Supplies.

**Note for Users:**

Answers/comments are required to advance to the next section. These sections include:

- Caseload Responsibilities
- Advisory Council
- Professional Development
- Proposed Budget, Materials, and Supplies

10. Complete the Counselor Goal Setting & Planning Conference Acknowledgement by signing/typing your name and clicking the **Sign** button.

11. Click **SUBMIT**. The Counselor Goal Setting will be forwarded to your appraiser for review and the appraiser will be notified via email to schedule the goal setting conference.

## ADDITIONAL NOTES

- Access completed tasks in Cornerstone by selecting **Performance > Performance Reviews > My Personal Reviews** on the Cornerstone welcome page.
- See additional documents and guides for SCAI by visiting the resources section of the [Excellence Initiatives website](#).

Contact the Performance Management team at 972.749.5712 or [performancemanagement@dallasisd.org](mailto:performancemanagement@dallasisd.org) for additional assistance.