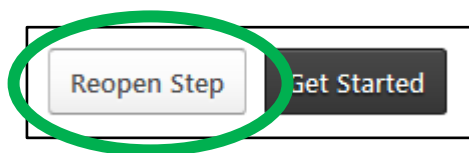
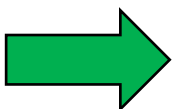


Cornerstone FAQ for Campus Leaders

Student Learning Objective/Professional Development Plan

How can an SLO-setting task be shared with the teacher for revisions?

To reopen any review task in Cornerstone, the appraiser should select “Reopen Task” rather than “Get Started” on the Overview Page. Anything typed in the dialogue box will be emailed directly to the teacher. Be sure to click on the SAVE button when you are done.



Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

☐ 2024-2025 SLO Goal Setting & PDP - Teacher

Comment for reviewer

Cancel

Save

SLO tasks in Cornerstone are not routing to the correct appraiser.

Primary appraiser assignments are made in Oracle, which feeds Cornerstone nightly. Principals should utilize this [Quick Reference Guide](#) to complete assignments.

Within the SLO task, the appraiser may also add a co-appraiser by selection Options > Add Co-Planners. This will share access to the selected individual; however, the task will remain queued for the primary appraisers until submitted.

I can't see a teacher's artifacts for the SLO.

At a minimum, teachers should upload the student score sheet and the SLO Form as an artifact to the SLO. This should be done by selecting Options > Attachments within the task. Appraisers may view the attachments through the same process. See the [SLO Scoring guide](#) for additional information.

Options ▼

Add Co-Planners

Attachments

Print Review

Print Reviewee Version

How quickly should an employee who changes assignment submit a corrected SLO?

Employees have 30 instructional days after the change of assignment to complete/revise the SLO Goal Setting. If the outdated SLO Goal Setting has already been submitted, the teacher can email tei@dallasisd.org to request for it to be reopened for revision.

Where do I enter the PDP?

The PDP is completed with the submission of the SLO Goal Setting in Cornerstone. Teachers should select two areas of focus from the Teacher Performance Rubric and outline professional learning opportunities that will support this focus area.

Remember, one PD goal must align to an indicator in Domain 2 of the [Teacher Performance Rubric](#). The other PD goal can be aligned to any indicator within any domain. The PDP section is **NOT** scored.

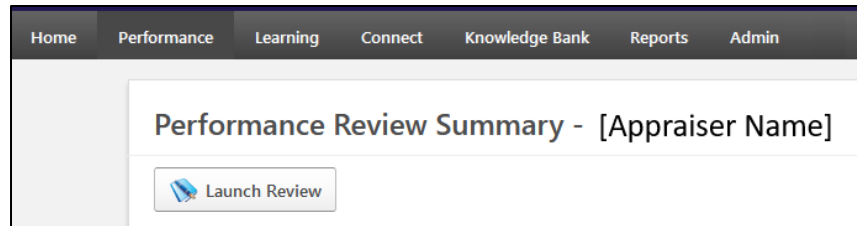
How can a teacher access completed observations or SLO tasks?

Hover over Performance > Performance Reviews > My Personal Reviews. Teachers can download previously uploaded artifacts by clicking on the paper clip icon located on the far right of the page.

Spot and Extended Observations

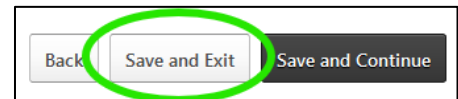
My Assistant Principal doesn't have the option to Launch Review.

Assistant Principals must be made the primary appraiser of at least one TEI evaluated teacher before the Launch Review option is available to them. Review the Quick Reference Guide on [Appraiser Changes here](#).



How can a Spot Observation or Extended Observation be save as a draft?

While a draft cannot be shared electronically with a teacher in Cornerstone, the appraiser can select *Save and Exit* which will save the observation task as a draft and allow it remain queued for further edits.



Can I complete the Praise, Question, Polish before the ratings?

Yes. After selecting *Get Started*, use the options on the left side of the screen to toggle between Focus Indicators and Praise, Question, Polish.

Are comments required?

One of the primary purposes of spot observations is to provide teachers with frequent feedback to support growth. The comment fields for each indicator as well as the feedback questions are required. If comments are not necessary, use "No comment" or "N/A" in the text box.

How can I access completed observations or review tasks in Cornerstone?

Review tasks are removed from the evaluators queue after completion. To load completed tasks, hover over the Home tab > Universal Profile > Click on View Team on the far right > Click on the name of the employee > Click on Snapshot near the top of the screen > Click on Reviews > Here you can review any of the tasks for the employee. Use the "Sort By" function near the top of the page to view by Due Date, Completion Date, etc.

How can a spot observation or extended observation be deleted?

Appraisers, unfortunately, cannot delete tasks in Cornerstone. Please share a brief email to tei@dallasisd.org with the teacher's name, title of the observation and date of the observation and we can take care of it.

Reports

How can a principal access observation data for their campus?

Campus appraisers have access to Reporting 2.0 and the TEI Dashboard:

- Reporting 2.0 is an enhanced reporting feature that offers appraisers a more flexible, intuitive, and powerful way to generate and customize reports. It allows for advanced filtering, data visualization, and scheduling, making it easier to analyze and share insights.
- The TEI Dashboard can be found on the Cornerstone welcome page or available to campus leaders [here](#). While IT has worked to minimize the delay between Cornerstone and the dashboard, up to a 48-hour delay may exist. If spot observations are not yet reflected, it is likely due to this delay.

How can a principal access data about SLO completion at the campus?

Hover over Reports > Standard Reports and select Performance. Select Performance Review Step Status Report. Search *2024-25 TEI SLO Goal Setting & PDP Conference Acknowledgement* in the Performance Review Task box and select Export to Excel.

Note: Information regarding SLO completion is also be available in the [TEI Dashboard](#).