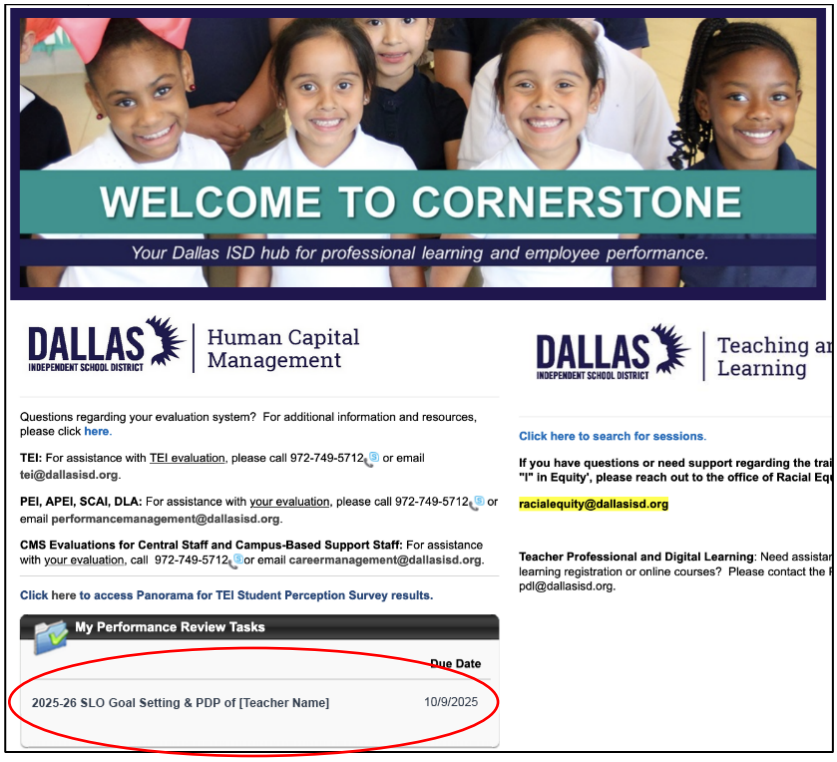
TEACHER EXCELLENCE INITIATIVE

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

Note: TEI Eligible teachers should submit an SLO by October 9th, 2025, or within 30 days of hire date into the instructional position. For additional SLO due dates, please refer to the Evaluation Calendar.

1. Log in to **Cornerstone** using your EAD username and password: https://dallasisd.csod.com
   - Preferred internet browsers: Mozilla Firefox and/or Google Chrome

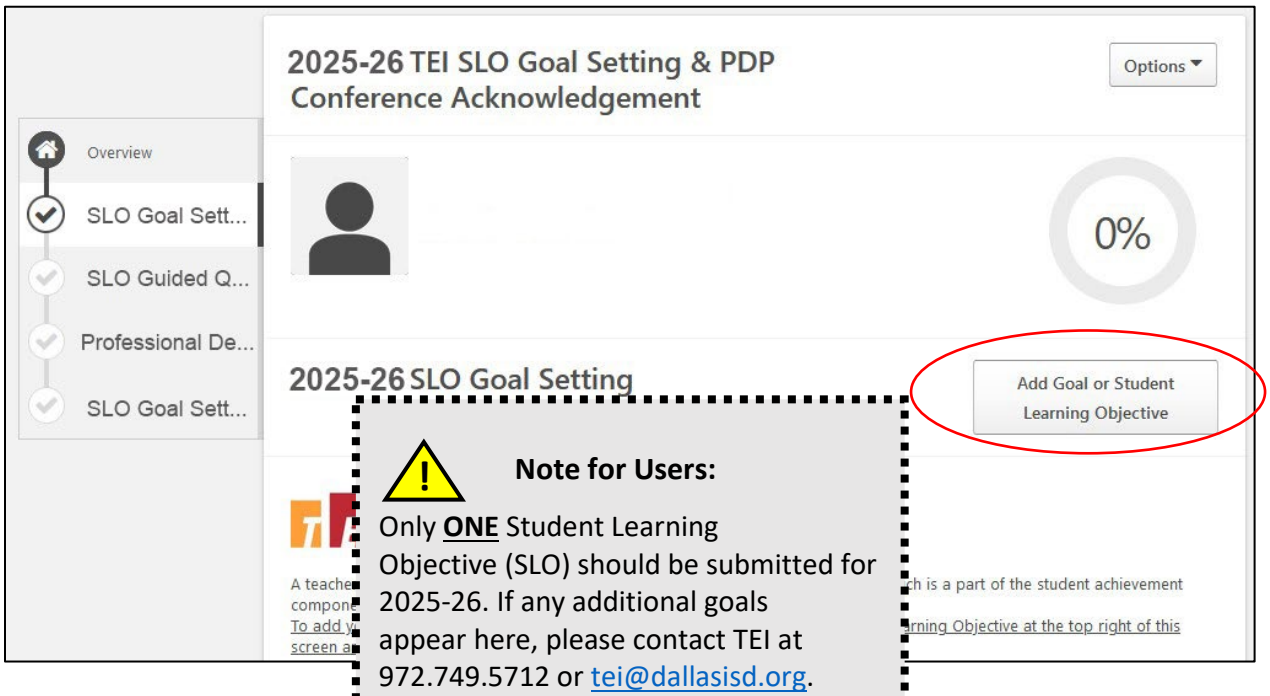
2. On the welcome page in the **My Performance Review Tasks** section, click on **2025-26 SLO Goal Setting & PDP**.



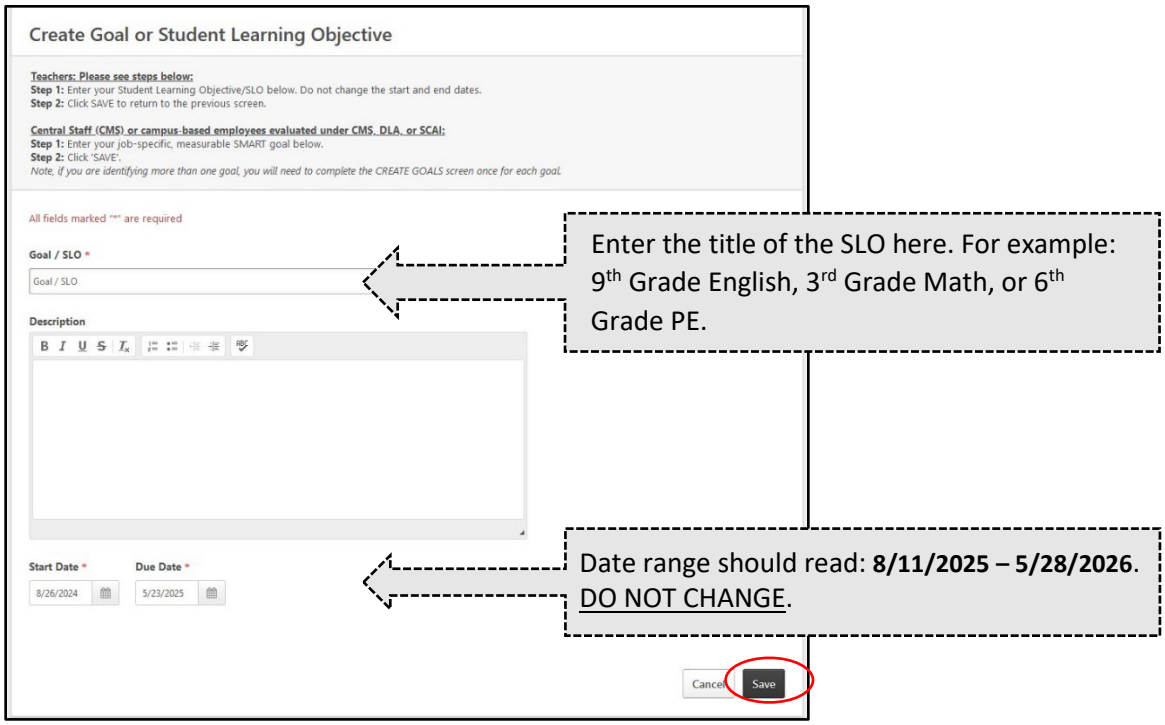
3. The SLO task will load in a new screen. Scroll down and select **Get Started**.



4. **Click Add Goal or Student Learning Objective**.

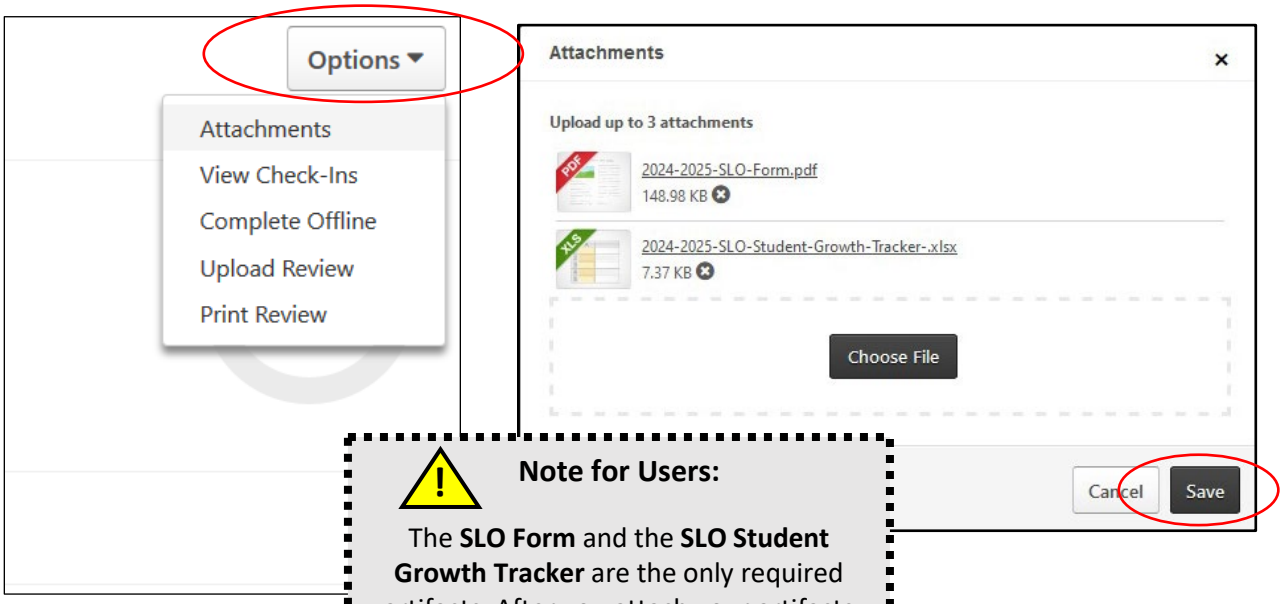


5. The SLO entry screen will load. Complete required fields and select **SAVE**.



6. The SLO will now appear on the previous screen. Scroll down and select Save and Exit to save a draft of the SLO without submitting or select **Save and Continue** to proceed.

7. Click on the **Options** button at the top and select **Attachments**.

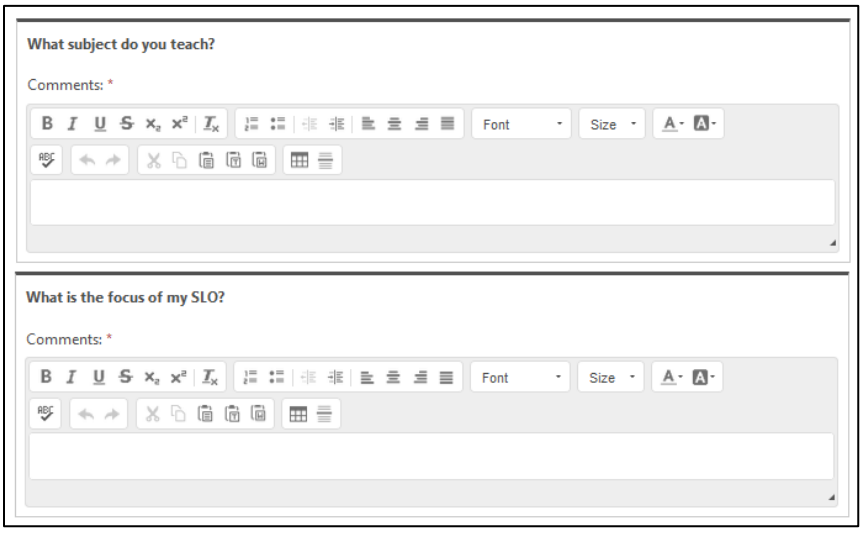


Note for Users:

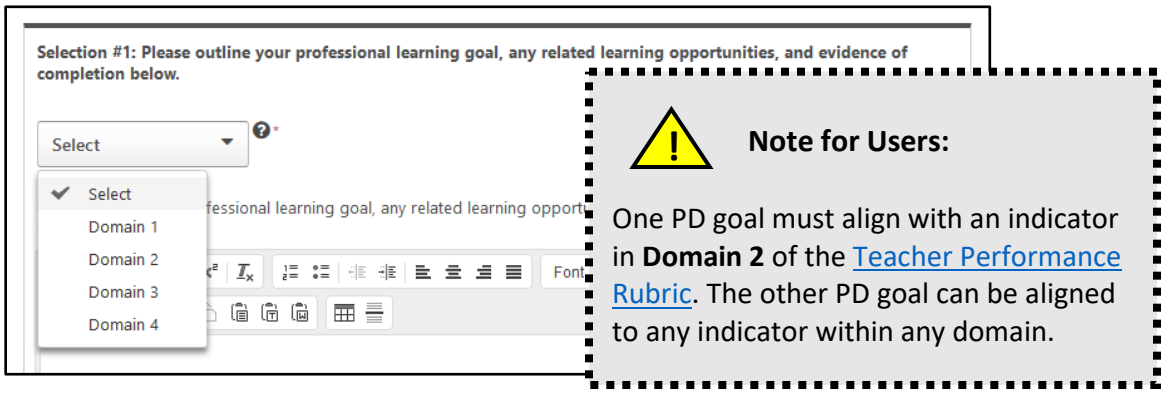
The **SLO Form** and the **SLO Student Growth Tracker** are the only required artifacts. After you attach your artifacts click on the **SAVE** button.

Be sure to save your artifacts in multiple places. ***Google Drive, your Email, OneDrive, and/or on your phone or mobile device are all great places.***

8. Select **Save and Continue** to proceed to the next page. **Answer** the (5) questions in this section using the text boxes.



9. On this page you will find the overview for the Professional Development Plan (PDP) section. **Select** two areas of focus from the Teacher Performance Rubric and outline professional learning opportunities that will support this focus area.



10. Select **Save and Continue** to proceed to the final page. Complete the SLO Goal Setting & PDP Conference Acknowledgement by signing/typing your name and clicking the **Sign** button.

11. Click **SUBMIT**. The SLO Goal Setting will be forwarded to your appraiser for scoring and the appraiser will be notified via email to schedule the goal setting conference. **Reminder**: The PDP is NOT scored.

ADDITIONAL NOTES

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

- See additional SLO related resources by visiting the resources section of the TEI website. Contact the TEI/Performance Management team at 972.749.5712 or tei@dallasisd.org for additional assistance.