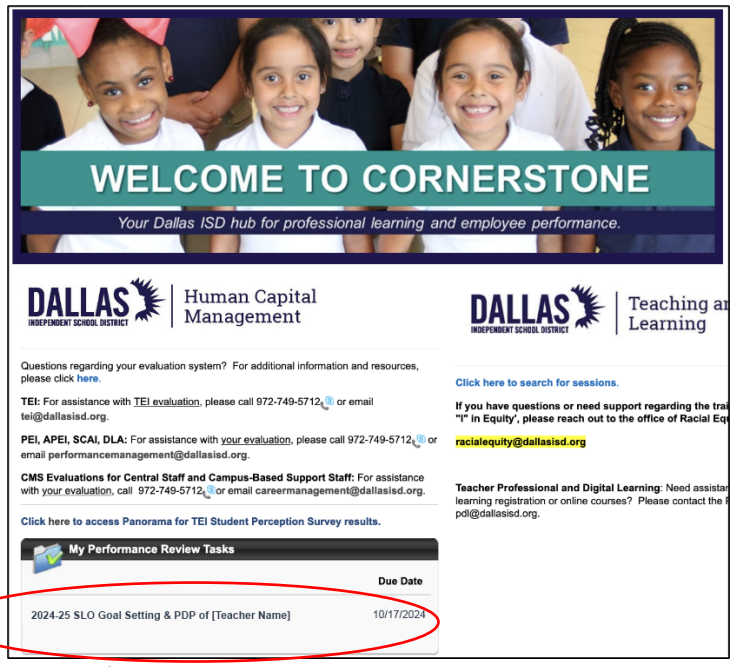
QUICK REFERENCE GUIDE: SCORING THE STUDENT LEARNING OBJECTIVE (SLO)

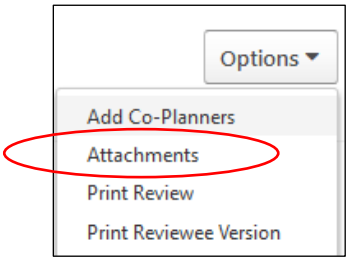
Note: TEI Eligible teachers should submit an SLO by October 9th, 2025, or within 30 days of hire date into the instructional position. For additional SLO due dates, please refer to the Evaluation Calendar.

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

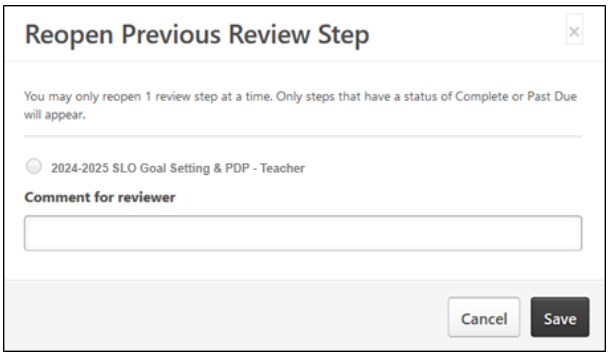


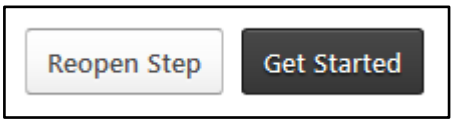
2. On the welcome page in the **My Performance Review Tasks** section, click on **2025-26 SLO Goal Setting & PDP**.

3. Click on the tab at the top labeled **Options**. If the **SLO Form** and the **SLO Student Growth Tracker** are not included within the **Attachments** section, please send it back to the teacher using the **Reopen Step** button located at the bottom right of this page.



4. Click on **Get Started** to proceed to the next page, *or* if revisions need to be made, click on the **Reopen Step** button.

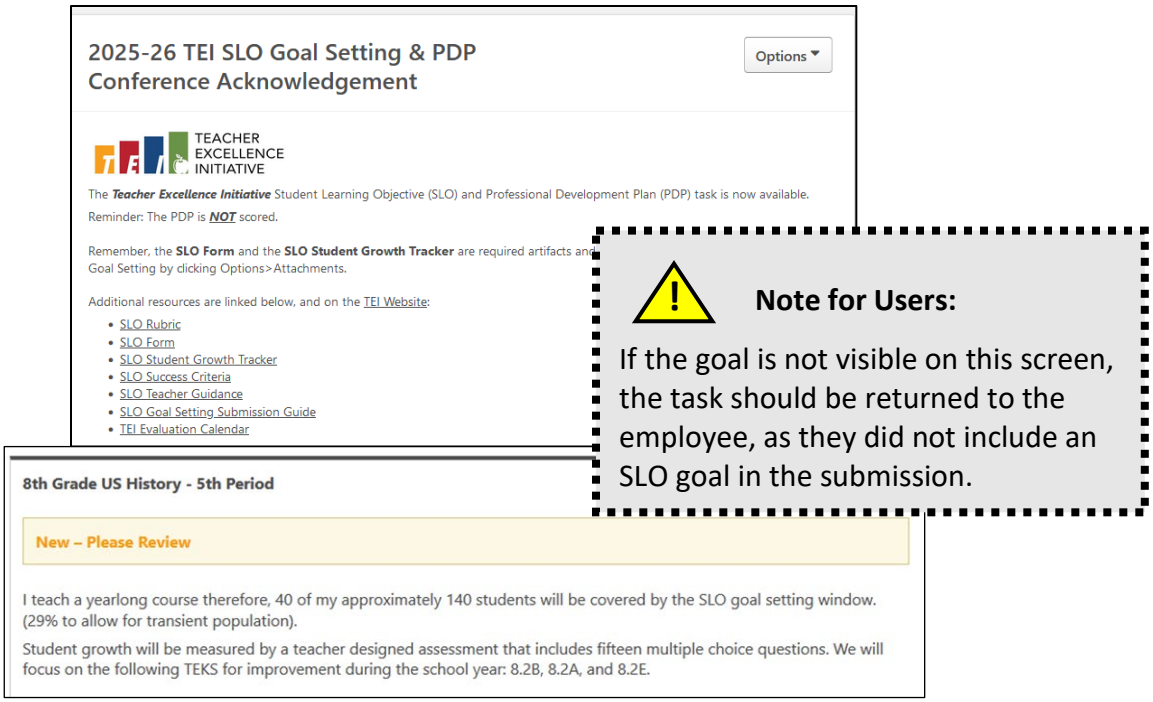




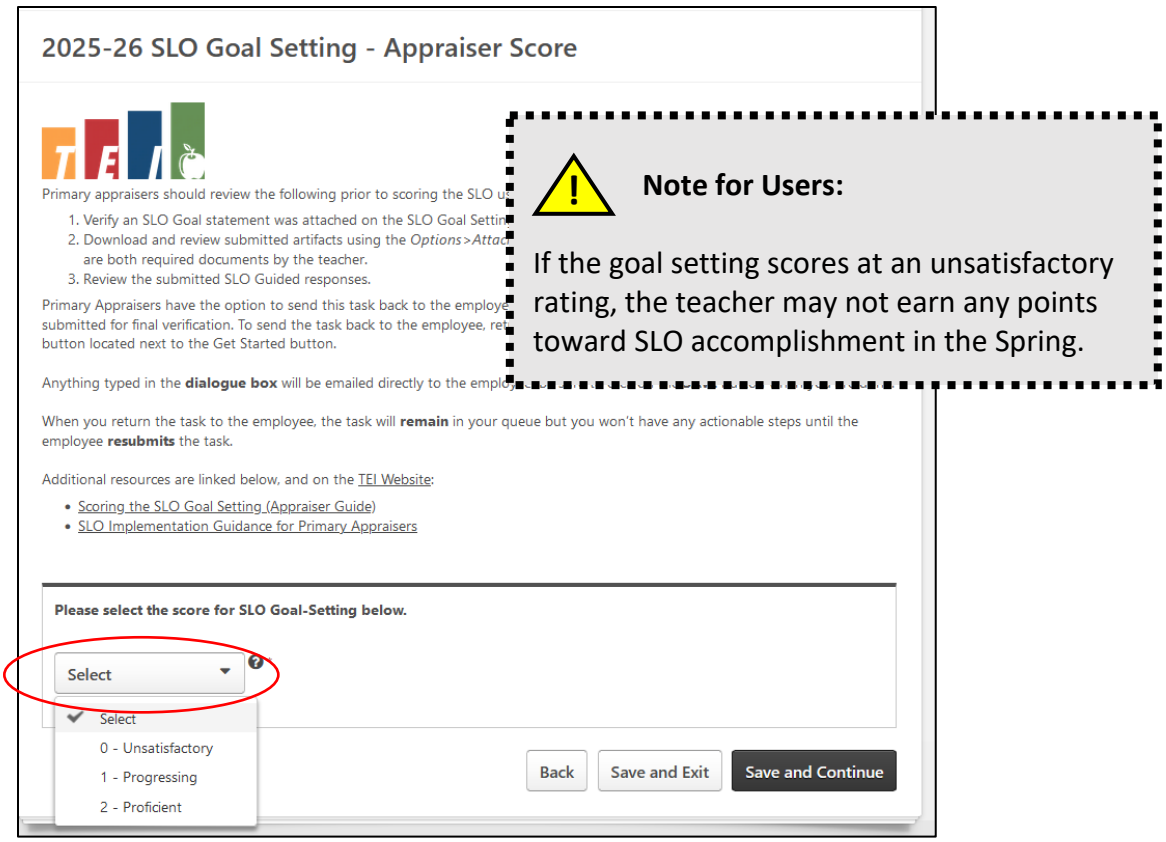
Note for Users:
Appraisers have the option to return the goal setting back to the teacher if corrections are needed.

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.

5. Review the Goal Statement provided, then select **Save and Exit** or **Save and Continue**.

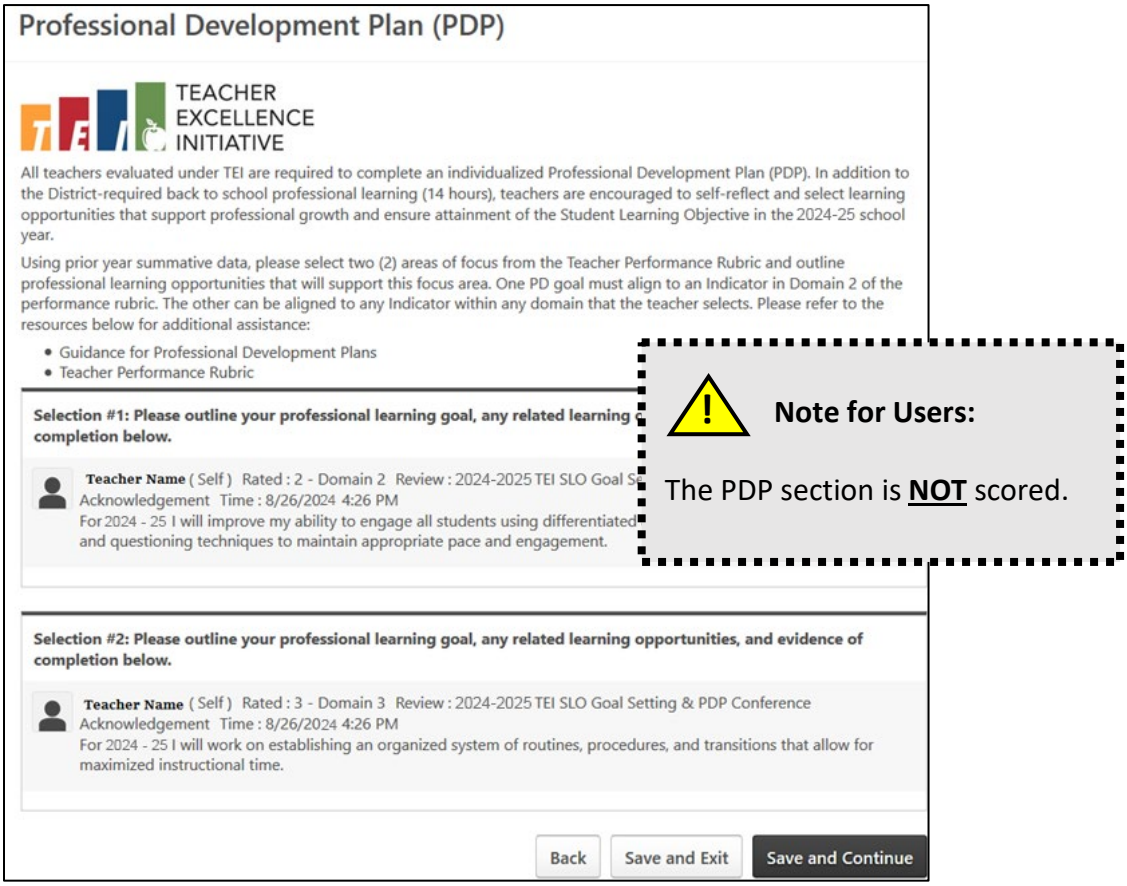


6. Review the Guided Questions submitted on the next page, then review the SLO Rubric, and score the SLO Goal Setting by completing the required fields on the next page.



7. Select **Save and Exit** or **Save and Continue**.

8. Review the submitted PDP. Remember, one PD goal must align with an indicator in Domain 2 of the Teacher Performance Rubric.



9. Select **Save and Exit** or **Save and Continue.**
10. **Submit** the conference acknowledgment by signing electronically. Remember that an in-person/virtual conference is required for the SLO Goal Setting process.
11. Select **Submit**.

ADDITIONAL NOTES

- Access previously completed tasks in Cornerstone using the instructions below:
    1. Hover over the ***Home*** tab
    2. Click on ***Universal Profile***
    3. Click on ***View Team*** on the far right
    4. Click on the ***name*** of the employee
    5. Click on ***Snapshot*** near the top of the screen
    6. 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.

- 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. Contact the TEI/Performance Management team at 972.749.5712 or tei@dallasisd.org for additional assistance.