

Note: Librarians should submit the DLA Goal Setting before October 8, 2026, or within 30 days of hire date into the position. Any Librarians hired prior to April 1, 2027 should complete this task.

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 **2026-2027 DLA: Goal Setting & Planning**.

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

DALLAS INDEPENDENT SCHOOL DISTRICT | Human Capital Management

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.

PEI, APEI, SCAL, DLA: For assistance with your [evaluation](#), please call 972-749-5712 or email 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.

[Click here to access Panorama for TEI Student Perception Survey results.](#)

DALLAS INDEPENDENT SCHOOL DISTRICT | Professional & Digital Learning

If you have questions regarding Professional and Digital Learning: Need assistance with Professional Learning registration or online courses? Please contact the PDL team at pdl@dallasisd.org.

My Assigned Training		
Title	Due Date	Action
2024-2025 Central Staff Compliance Training	None	Add
Dallas ISD Metal Detector Training	None	Launch

My Performance Review Tasks

	Due Date
2024-25 DLA: Goal Setting & Planning Conference	10/4/2024

3. The first section of the DLA task will load in a new screen. Scroll down and select **Get Started**.
4. Click **Add Goal or Student Learning Objective**.

Get Started

2024-2025 DLA: Goal Planning Conference

[Add Goal or Student Learning Objective](#)

Each librarian evaluated on the Dallas Librarian Appraisal (DLA) will be required to have 2-3 goals centered on the district's library standards of service entered into the system. For professional growth, goals should elevate librarian practice while still being attainable.

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

Please note, you will select your goals one at a time. After each, you will be returned to this screen. To select your next goal, click 'ADD GOAL OR STUDENT LEARNING OBJECTIVE' once more.

Click "Save and Continue" to proceed.

Note for Users:

Each librarian evaluated on the Dallas Librarian Appraisal (DLA) will be required to have **2-3** goals entered into the system. Goals should be rigorous yet attainable to challenge employees while allowing them to grow and develop professionally.

5. The goal setting entry screen will load. Complete required fields and select **SAVE**. For specific details about the description section, please see [Creating Effective SMART Goals](#) from the CMS section of the Excellence Initiatives page.

The screenshot shows a web form titled "Create Goal or Student Learning Objective". At the top, there are instructions for Teachers and Central Staff. The form has three main sections: "Goal / SLO", "Description", and "Start Date / Due Date".

- Goal / SLO:** A text input field with a red asterisk indicating it is required. An annotation box with a dashed border and an arrow points to this field, containing the text: "Enter a title in the Goal field."
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo). An annotation box with a dashed border and an arrow points to this section, containing the text: "Review this [Creating Effective SMART Goals](#) for items to address in this section".
- Start Date / Due Date:** Two date pickers. The "Start Date" is set to 8/26/2024 and the "Due Date" is set to 5/27/2025. Both have red asterisks indicating they are required. An annotation box with a dashed border and an arrow points to these fields, containing the text: "Date range should read: 9/1/2026 – 8/31/2027. If the date range is correct, DO NOT CHANGE."

At the bottom right of the form are "Cancel" and "Save" buttons.

6. The goal setting will now appear on the previous screen. Scroll down and select Save and Exit to save a draft of the DLA goals without submitting or select **Save and Continue** to proceed.
7. Complete the DLA Goal Setting & Planning Conference Acknowledgement by signing/typing your name and clicking the **Sign** button.
8. Click **SUBMIT**. The DLA 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/guides for the Dallas Librarian Appraisal (DLA) by visiting the resources section of the [Excellence Initiatives website](#).

Contact the Performance Management team at 972.749.5712 or performancemanagement@dallasisd.org for additional assistance.