

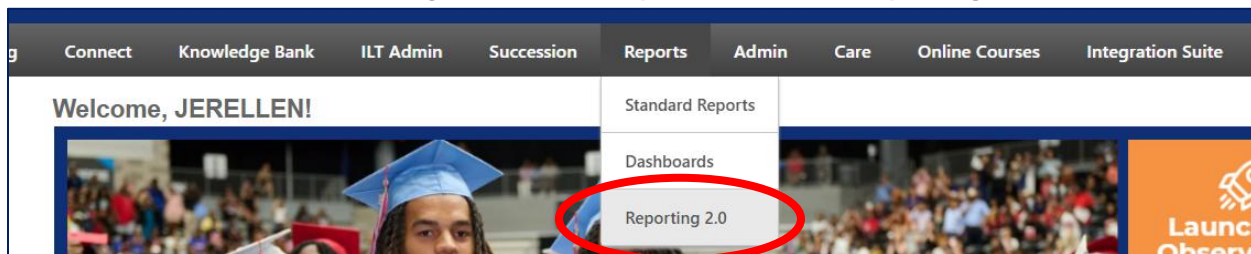
Quick Reference Guide – 2026-2027 Custom Spot Observation Reports

To assist campus leaders in monitoring spot observation completion, calibration, and feedback at the campus, two custom reports have been created for campus leaders.

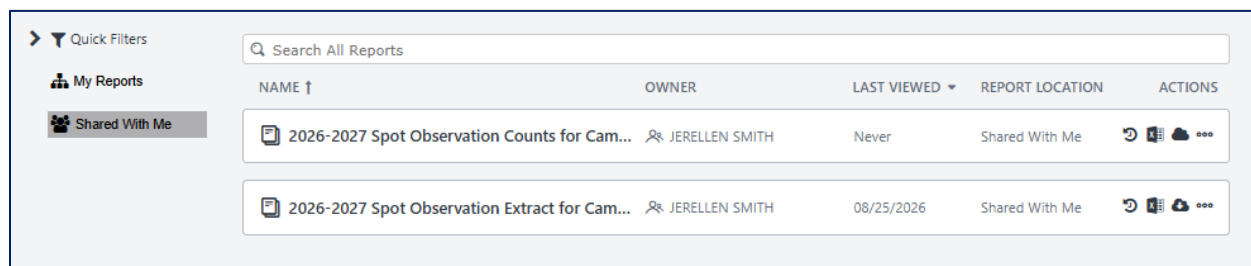
Report Name	Notes
2026-2027 Spot Observation Counts for Campus Leaders	<ul style="list-style-type: none"> Contains one row for each 2026-2027 Spot Observation <i>submitted in Cornerstone</i> at the campus with Task User Title (i.e. the date and time entered by the observer) and Cornerstone submission date (i.e. the timestamp the spot observation was submitted by the observer in Cornerstone). Drafts are not included. Teachers who have not yet had a spot completed will NOT be reflected in the report. Best used to count the number of spots completed for a teacher at the campus.
2026-2027 Spot Observation Extract for Campus Leaders	<ul style="list-style-type: none"> Full extract of all spot observation fields, including ratings, comments, and observer feedback, for each 2026-2027 Spot Observation <i>submitted in Cornerstone</i> at the campus. Drafts are not included. Teachers who have not yet had a spot completed will NOT be reflected in the report. Best used to review scoring, appraiser comments, and next steps for coaching.

To access completed spot observation counts in Cornerstone, follow the steps below:

1. From the Cornerstone Welcome Page, hover over **Reports** and select **Reporting 2.0**.



2. Reports that have been shared will populate automatically on the Reporting 2.0 landing page.



3. Refresh the selected report by clicking the small clock icon. Allow the report to refresh.



4. Download the refreshed report by clicking the small cloud icon.

