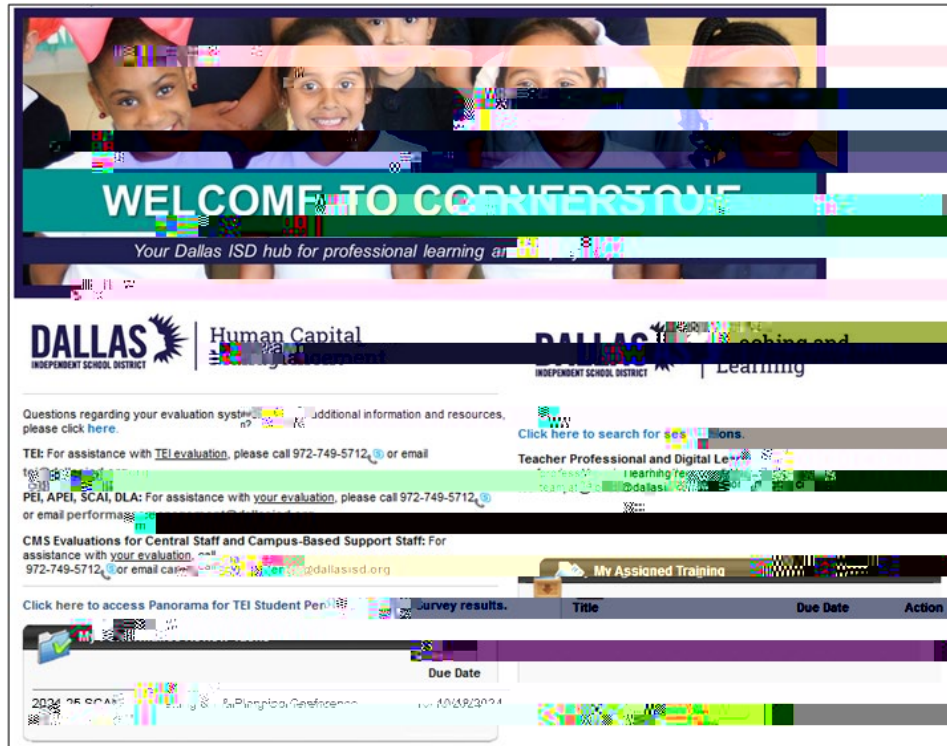


## QUICK REFERENCE GUIDE: Submitting the Counselor Goal Setting task

*Note: Counselors should submit the Goal Setting before October 18<sup>th</sup>, 2024*

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 **2024-25 SCAI: Goal-Setting & Planning Conference**.

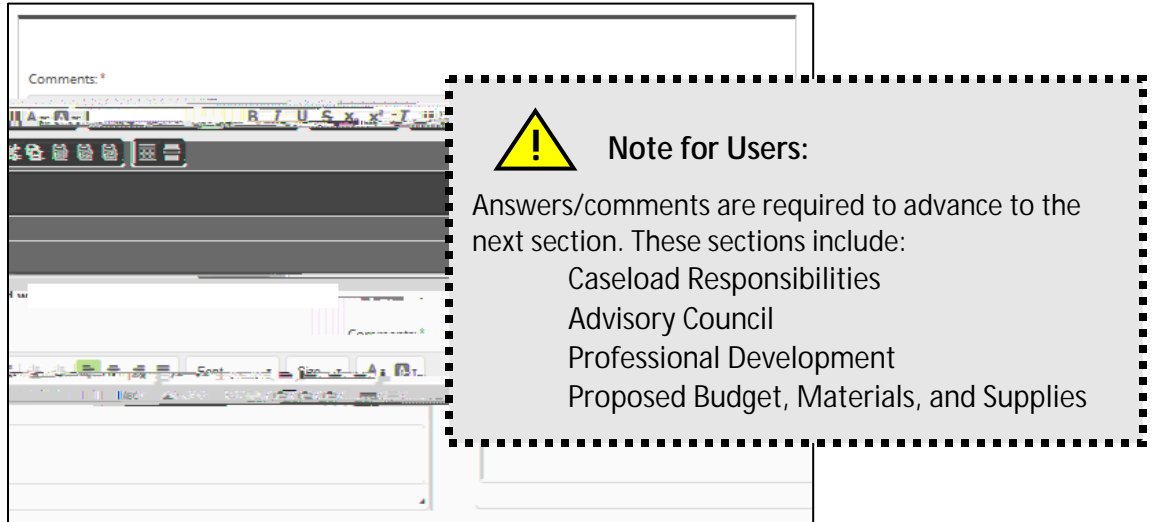


3. The Overview section of the goal setting task will load on the screen. Scroll down and select
4. **Review** the question in the **Priorities** section and use the comment box to provide your response.
5. Select **Save and Continue** to proceed to the next page.

6. Click Add Goal or Student Learning Objective.

7. The goal setting

9. During the next four sections you will use the comment boxes to answer the Counselor related questions. Instructions are provided for each section. Select **Save and Continue** to proceed to the next section.



The image shows a screenshot of a software interface. At the top, there is a 'Comments' section with a plus sign. Below it is a toolbar with various icons. A large, light gray callout box with a dashed black border is overlaid on the right side of the screenshot. Inside this box, there is a yellow warning triangle icon followed by the text 'Note for Users:'. Below this, it states 'Answers/comments are required to advance to the next section. These sections include:' followed by a list of four items: 'Caseload Responsibilities', 'Advisory Council', 'Professional Development', and 'Proposed Budget, Materials, and Supplies'.

10. Complete the Counselor Goal Setting & Planning Conference Acknowledgement by signing/typing your name and clicking the **Sign** button.
11. Click **SUBMIT**. The Counselor 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 and guides for SCAI by visiting the resources section of the [Excellence Initiatives website](#).

Contact the Performance Management team at 972.749.5712 or [performancemanagement@dallasisd.org](mailto:performancemanagement@dallasisd.org) for additional assistance.