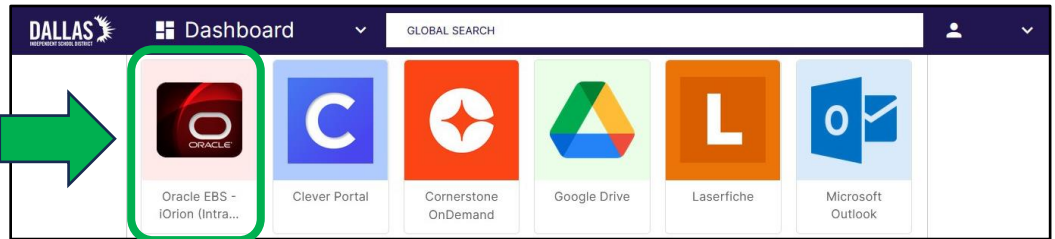


Oracle Appraiser Update: Step-by-Step Guide

To change appraisers for evaluation tasks, the designated Supervisor must update the Appraiser field in Oracle. Appraiser changes saved in Oracle will reflect in Cornerstone the following day.

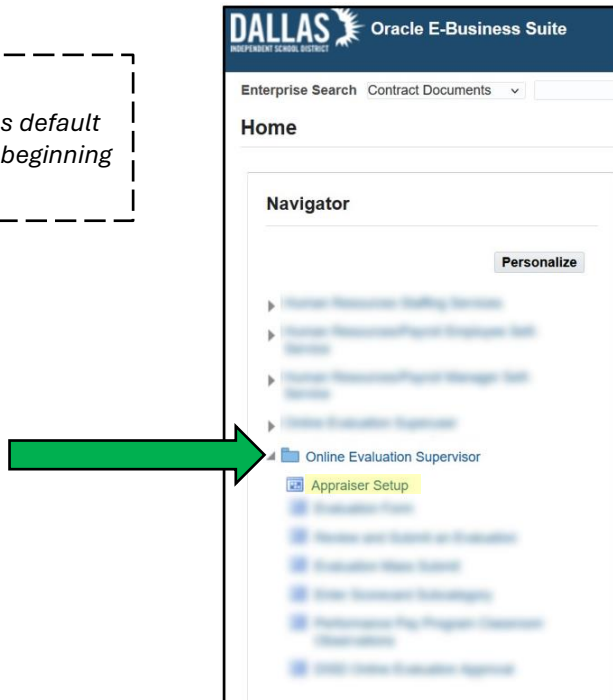
1. Using *Chrome* or *Firefox*, log into the District Portal and click on the *Oracle* icon: <https://portal.dallasisd.org>



Important Note: ⚠️

All campus employees default to the principal at the beginning of each school year.

2. From the Oracle Applications Home Page, click on the arrow next to **Online Evaluation Supervisor**.

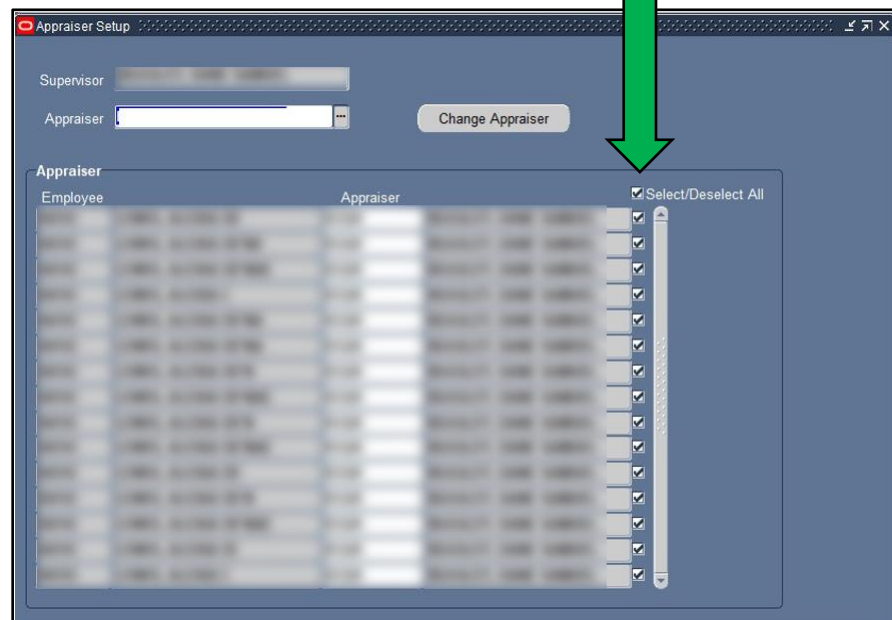


3. Select **Appraiser Setup**. Be sure the browser allows pop-up windows. Install/run Java if it does not automatically appear at the bottom of your browser window.

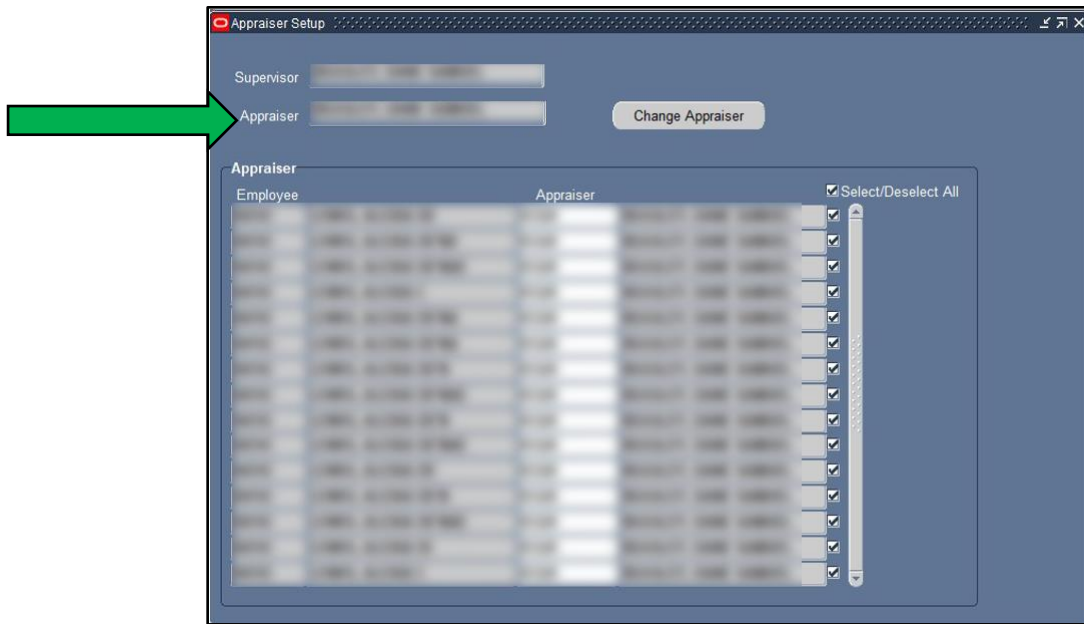
4. Use the check boxes to select all employees to be assigned to one appraiser.

Important Note: ⚠️

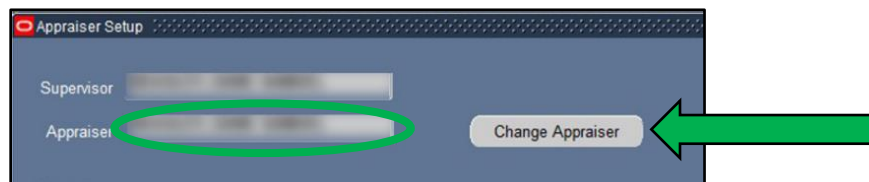
If assigning to more than one appraiser, each group must be processed separately.



5. Update the appraiser by adding the **Name** in the Appraiser field. Search by Last Name. Use caution with common names.

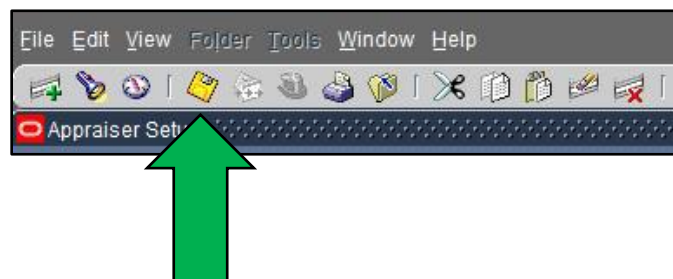


6. Click the **Change Appraiser** button.
(Watch auto-scroll to ensure all selected employees are updated.)

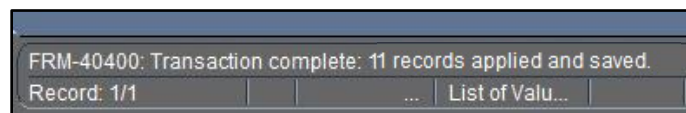


7. **Save your changes** by clicking the **YELLOW DISK ICON** in the menu bar at the top of the screen.

8. Repeat as needed for any additional changes. **Save between every appraiser change.**



9. Oracle will also show the number of new appraiser changes completed at the bottom of the screen.



NOTE: If you are not able to access the Online Evaluation Supervisor function in Oracle, please submit a request through the IT Support Hub or call the IT Help Desk at (972) 925-5630.

For other evaluation questions, please contact us at (972) 749-5712 or performancemanagement@dallasisd.org, tei@dallasisd.org or careermanagement@dallasisd.org.