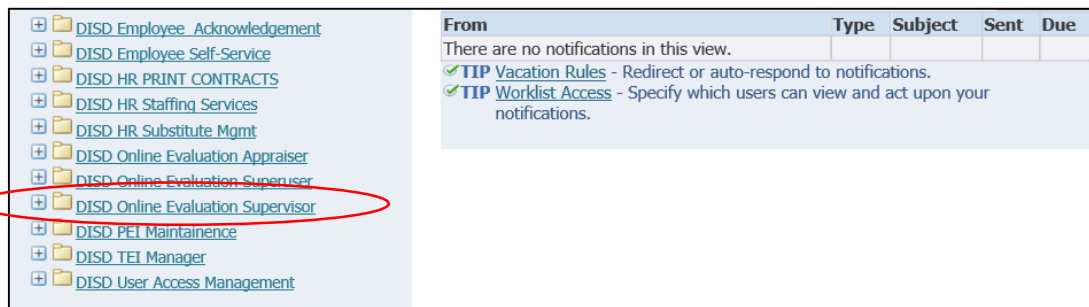


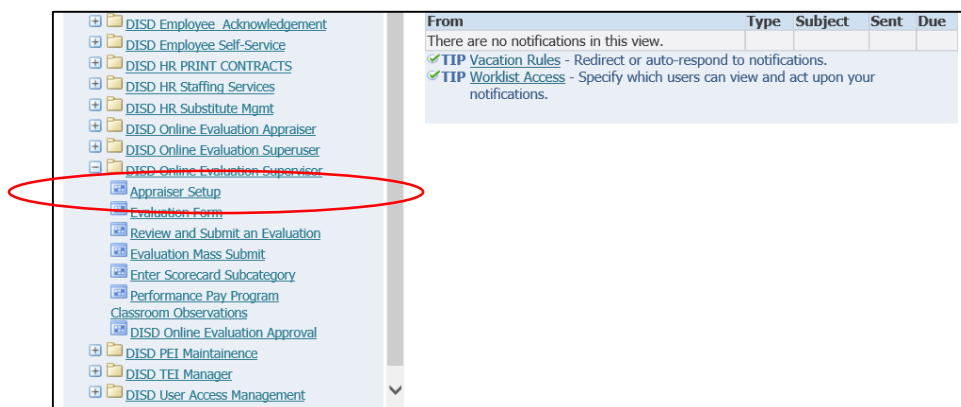
QUICK REFERENCE GUIDE: APPRAISER CHANGES IN ORACLE

Note: Primary appraiser distinction must be made in Oracle, which feeds Cornerstone nightly for all evaluation systems. For assistance contact Performance Management/TEI at 972.749.5712 or tei@dallasisd.org.

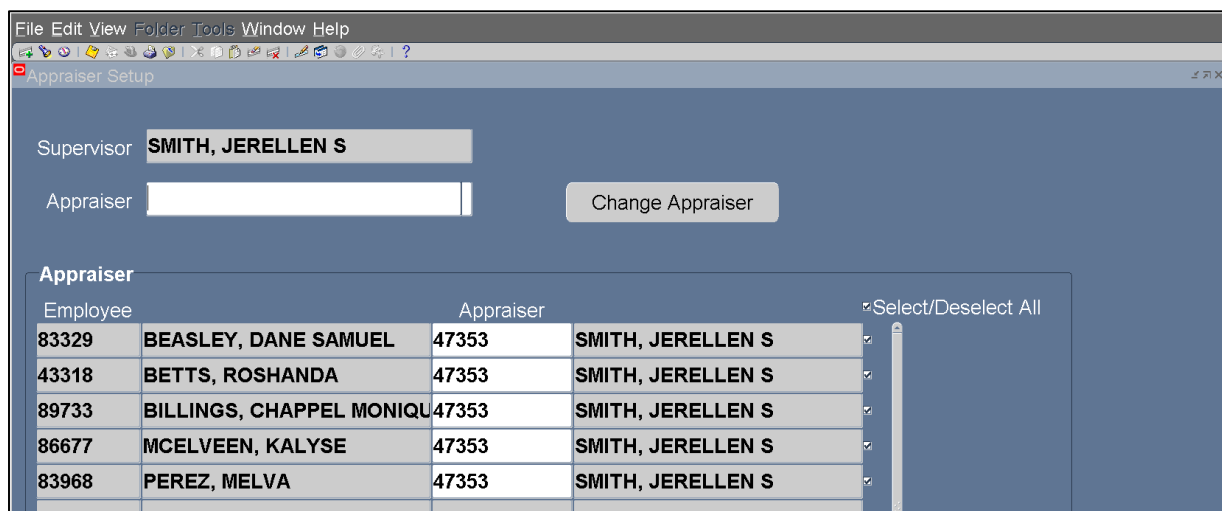
1. Log in to Oracle: <https://ebsprod.dallasisd.org/>
2. Navigate to **DISD Online Evaluation Supervisor**. Click the plus icon to expand.



3. Select **Appraiser Setup** from the menu options, and a new window will load.



4. All employees assigned to the supervisor will populate. **Note that at campuses, all employees are assigned to the principal until a change of appraiser has been made.**



5. Uncheck the box for **Select/Deselect All**, and add check marks only for the employees for which an appraiser will be changed.

Supervisor: SMITH, JERELLEN S

Appraiser: [Empty field] Change Appraiser

Employee	Appraiser	Select/Deselect All
83329	BEASLEY, DANE SAMUEL 47353	SMITH, JERELLEN S
43318	BETTS, ROSHANDA 47353	SMITH, JERELLEN S



Note for Appraisers:

Each appraiser at the campus must be completed individually. Make sure only to select the employees for one appraiser.

6. In the **Appraiser** field, search for the name of the new appraiser.

Supervisor: SMITH, JERELLEN S

Appraiser: [Empty field] Change Appraiser

Employee	Appraiser	Select/Deselect All
83329	BEASLEY, DANE SAMUEL 47353	SMITH, JERELLEN S
43318	BETTS, ROSHANDA 47353	SMITH, JERELLEN S



Note for Appraisers:

Use caution when selecting the appropriate appraiser from the search field. Use employee ID numbers to confirm selection for common names.

6. Select **Change Appraiser**. The appraiser will be updated for selected employees.

Supervisor: SMITH, JERELLEN S

Appraiser: WINN, TAKESHA LASHUN Change Appraiser

Employee	Appraiser	Select/Deselect All
83329	BEASLEY, DANE SAMUEL 47353	SMITH, JERELLEN S
43318	BETTS, ROSHANDA 53491	WINN, TAKESHA LASHUN

7. To save these changes, click the small yellow disk icon at the top of the screen.



Note for Appraisers:

Be sure to click the SAVE icon after each appraiser change has been made to ensure your updates are captured.

8. Repeat this process for any additional appraisers in the campus/department.