



Insight to Impact (I2I) Observation Tool End User Guide - Observation Entry Tool

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OBSERVATION ENTRY TOOL INTRODUCTION

The Insight to Impact (I2I) Observation Tool is a specialized module within the broader I2I data suite, developed by the Texas Education Agency (TEA) to support Educator Preparation Programs (EPPs) in the continuous improvement of candidate preparation. This tool provides a streamlined, digital interface for EPPs to record, track, and report clinical observations. This tool aligns and integrates with the Educator Certification Online System (ECOS) to provide a seamless data bridge between program-level fieldwork and state-level compliance records.

The primary objective of the Observation Tool is to bridge the gap between field-based assessments and state-level reporting. It allows Field Supervisors and EPP Administrators to capture real-time evidence of candidate performance using approved rubrics, such as T-TESS, while ensuring that all mandatory data points, including observation duration, settings, and conference dates—are validated against ECOS before final submission.

WHAT'S NEW

This version (v0.1) of the EPP Observation Tool Technical Manual summarizes how to utilize the application's workflows and provides other key details for end-users, such as data sources, validations (errors and warnings), and data processing.

TERMS AND DEFINITIONS

Table 1. Terms and Definitions

Term	Definition
Insight to Impact (I2I)	An application created by the Texas Education Agency to provide educator programs with insights to improve candidate preparation.
Educator Preparation Program (EPP)	A program or institution that trains and prepares individuals to become certified educators in Texas.
I2I Observation Tool	A digital application used by educator programs to record and track classroom observations of their candidates.
TEA Login (TEAL)	The central security gateway used to access Texas Education Agency applications and dashboards.
Field Supervisor	A certified individual who observes candidates during their training and provides them with feedback.

Term	Definition
EPP Administrator	A user who manages the observation process, approves records, and oversees settings for their specific training program.
Candidate	An individual enrolled in an educator program who is being observed as part of their certification requirements.
Clinical Experience	The practical fieldwork or student teaching period where a candidate practices their skills in a real classroom setting.
Educator Certification Online System (ECOS)	TEA database for educator certification and compliance records in Texas.
I2I Operational Data Store (ODS)	The operational data storage system where I2I data is loaded, stored, and made available for dashboard reporting and analysis.
Observation Rubric	A structured scoring guide used by supervisors to evaluate a candidate's performance during an observation.
Domain	A broad category within a rubric that represents a major area of professional teaching practice.
Dimension	A specific skill or sub-category within a rubric domain that is individually rated by a supervisor.
Rating Scale	The set of performance levels, such as 'Proficient' or 'Distinguished,' assigned to each dimension in a rubric.
Formal Observation	An official, timed observation that requires specific meetings before and after the event to meet state rules.
Informal Observation	A shorter or less structured observation that does not require formal pre- and Post-Conference meetings.
Pre-Conference Date	The day a supervisor meets with a candidate before an observation to discuss the upcoming observation.
Post-Conference Date	The day a supervisor meets with a candidate after an observation to provide feedback on their performance.
Area of Refinement	A specific teaching skill identified by a supervisor as needing further growth or improvement.
Area of Reinforcement	A specific teaching skill identified by a supervisor as an area of notable strength or proficiency.

GETTING STARTED: ACCESS AND SUPPORT

Logging On

To align with the security standards of the Texas Education Agency, access to the Observation Tool is managed through the central TEA Login (TEAL) gateway.

Users must have an active TEAL account with the appropriate Insight to Impact Observation Tool user roles assigned to their profile to reach the Observation Tool and dashboard pages. If you do not currently have access, refer to [TEAL Access and Requesting Roles Instructions](#) and follow the standard procedures for TEAL account setup, application access and role requests.

User Role Description

Table 2. Observation Tool User Roles

User Role	General Role Responsibilities	Access Level
Observation EPP Administrator	Supports candidate placement, Field Supervisor assignments, and the collection, review, approval, and submission of observation data.	Global access to all records and settings for their associated EPP. The is the only EPP role that can upload rubrics and review and approve observations.
Observation Field Supervisor	Conducts observations and provides pre- and post-feedback.	Create and edit observations for candidates enrolled in the same EPP as the user's association.

DATA PIPELINE

Through API connections, the I2I Observation Tool accesses Field Supervisor and Clinical Experience data from the ECOS database. Candidate data comes from ECOS on a weekly basis to the I2I ODS. There may be instances where a candidate is in ECOS but has not been loaded to the I2I ODS yet due to a delay with syncing the data. In these cases, candidates will not be available for selection in the Observation Tool. The reference data from ECOS and the I2I ODS is leveraged during the observation process to ensure that every observation submitted is tied to a valid candidate, with a valid state-recognized Clinical Experience record, significantly reducing the administrative burden of manual data entry and preventing the submission of non-compliant records.

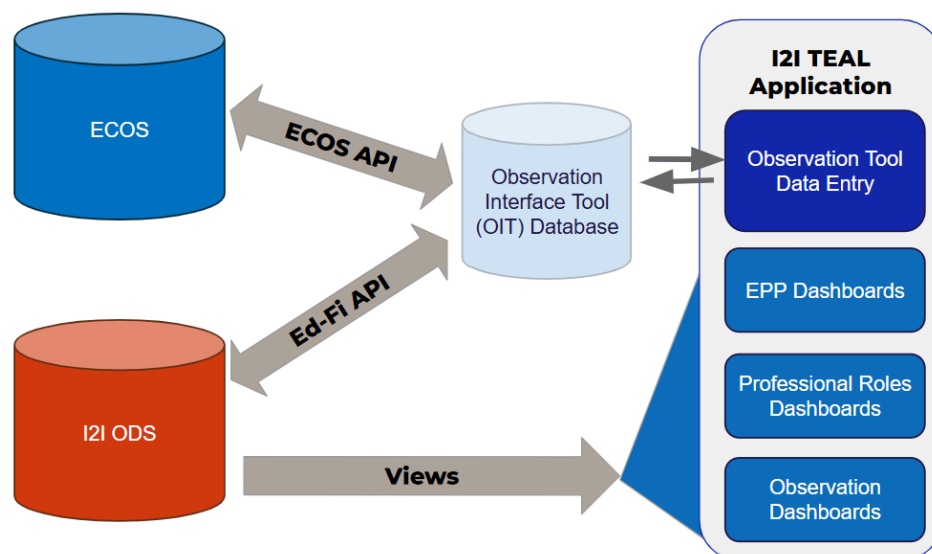


Figure 1. I2I Observation Tool Data Flow

Once an observation is finalized, the tool executes a dual-path data submission process to satisfy both compliance and program-level analysis. This tool aligns and integrates with ECOS by automatically extracting and submitting only the specific, mandatory fields required for state reporting by Texas Administrative Code (TAC). Simultaneously, the full, granular dataset—including all dimension-level scores, reinforcement/refinement areas, and detailed evidence-based comments—is transmitted and loaded into the I2I ODS. This comprehensive data transfer enables EPPs to utilize the I2I Observation Dashboards to visualize longitudinal performance trends and perform deep-dive analyses that are not possible through standard state reporting alone.

Reporting Calendar

To ensure compliance with TEA reporting requirements, all observations conducted in a reporting year (September 1 - August 31) must be submitted and approved no later than September 15 following the closure of the reporting year. This is consistent with the TEA reporting requirements that **all observations must be reported in ECOS in the reporting year in which they occur**. While the I2I Observation Tool allows for ongoing entry, all records must be successfully 'Approved' and 'Submitted' to ECOS no later than September 15th to be included in the annual accountability cycle. Observations submitted, but not yet approved before the window closes, will be archived and can no longer be approved by the EPP.

Data Collection for the Observation Tool

The records displayed in the Observation Tool are collected from both ECOS and the I2I ODS on a nightly basis. All the applicable records available in the I2I ODS are initially collected from ECOS on a weekly basis. Records from both these sources are necessary to support the functionality of the tool.

I2I ODS Collection

Educator Preparation Providers are collected from the I2I ODS. This allows the different EPP users to be able to log into the Tool, add rubrics if necessary and enter observations. An EPP must first exist in the ECOS and have an org type that is not 'M'; 'Texas Education Agency', to be included in the I2I ODS as an Educator Preparation Provider.

All candidates displayed in the Observation Tool are collected from the I2I ODS. Candidates must have an enrollment record in an EPP program that is not a 'Professional Service' program with a verification status of 'Finisher' or 'Other Enrolled' in the I2I ODS. Candidates must also have an active Clinical Experience record for the current school year in the I2I ODS. This Clinical Experience record must align with the current unlocked year in ECOS. Candidates are displayed in the Candidate List of the 'Select Candidate' page of the Observation Setup. If a candidate is not found in this list, check that the candidate has fulfilled the conditions required to be loaded to the I2I ODS. Review these conditions in the section [Select Candidate and Clinical Experience](#) below.

School Districts are collected from the I2I ODS. This allows the name of the school district where the candidate does their Clinical Experience to be displayed when filtering the Candidate List by location.

ECOS Collection

Clinical Experience records are ingested from ECOS on a nightly basis. This allows the Clinical Experience record for the candidate to be displayed in the Clinical Experience List which enables the user to select the Clinical Experience for which the observation applies. In order for the Clinical Experience record to be extracted from ECOS, there must be a Candidate record collected from the I2I ODS. If the candidate does not exist in the I2I ODS or does not meet the eligibility requirements for the Observation Tool, the candidate will not be loaded to the Observation Tool, even though the candidate may have a Clinical Experience record in ECOS.

The Clinical Experience record in ECOS must align with the candidate's admissions and certification area records in ECOS for the Clinical Experience to be loaded to the I2I ODS. Successfully matched Clinical Experience records are displayed in the Clinical Experience List of the 'Select Clinical Experience' page of the Observation Setup. If a Clinical Experience record is not found in this list, check that the Clinical Experience record in ECOS has fulfilled the conditions required to be loaded to the I2I ODS and Observation Tool. Review these conditions in the section [Select Candidate and Clinical Experience](#) below.

Field Supervisor records are collected from ECOS on a nightly basis. This allows the user when logged in to identify the Field Supervisor who is responsible for entering the observation by TEA ID and name. If a Field Supervisor is not found, check that they do have a record in ECOS. If there is no record in ECOS,

enter the Field Supervisor in ECOS and wait for the next nightly refresh from ECOS to the Observation Tool to bring the new record into the Tool.

Note that new Field Supervisor and Clinical Experience records entered into ECOS or existing records updated will not be displayed in the Observation Tool until the next nightly refresh is completed. Note that new EPPs, Candidates and Clinical Experience records entered into ECOS or existing records updated will not be reflected in the I2I ODS until the next I2I weekly data refresh is completed.

Data Submission from the Observation Tool

ECOS Submission

Upon approval of the observations collected in the I2I Observation Tool, the successful records will be sent every 15 minutes to the ECOS application. Only the required ECOS fields will be submitted and will be validated again before they can successfully be loaded to the ECOS tool.

Please see the section [Observation Submission Errors](#) below to understand more about errors that may prevent observation records from being loaded to ECOS.

I2I ODS Submission

Upon approval of the observations collected in the I2I Observation Tool and transmission to ECOS, the records will be sent to the I2I ODS within the 15 minutes.

Please see the section [Observation Submission Errors](#) below to understand more about errors that may prevent observation records from being loaded to the I2I ODS.

Dashboard

The I2I Observation Dashboards are populated from the observation data that has been loaded to the I2I ODS. This process updates on a nightly basis to refresh the Observation Dashboards. Users can expect that observation records successfully submitted the prior day will be visible on the dashboards.

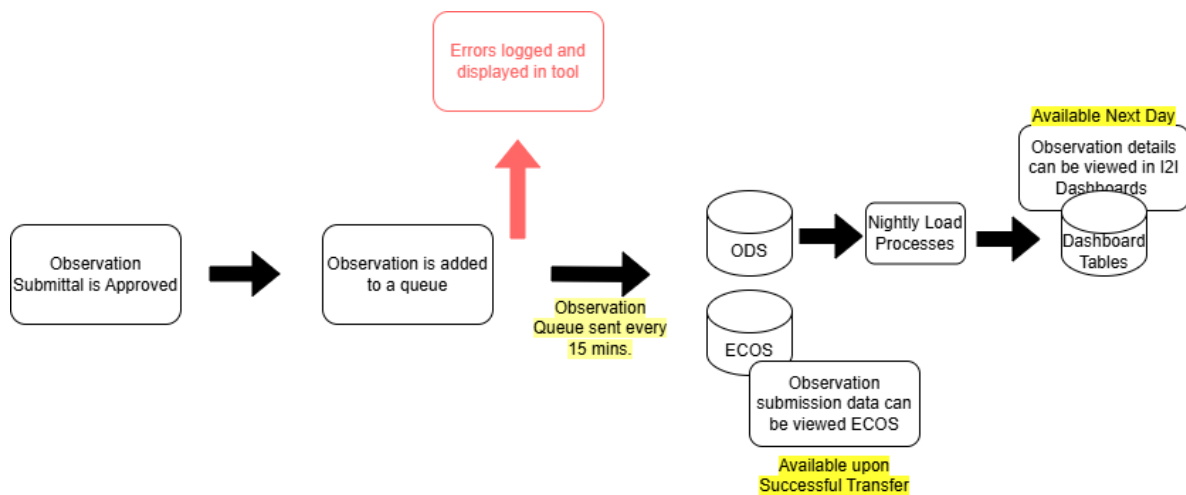


Figure 2. Observation Submission and Dashboard Data Flow

OBSERVATION RUBRICS

The Observation Tool allows for users to either use the state adopted T-TESS Rubric or to upload their own rubric approved for use in their EPP. All rubrics must align to the same structured template to standardize how observers evaluate a candidate's performance. Any rubric can be uploaded that fits the following:

- **Domains:** The rubric is first divided into domains representing broad areas of professional practice and standardized competencies (e.g., "Instructional Planning," "Learning Environment," or "Professionalism").
- **Dimensions:** Each Domain is further subdivided into specific Dimensions. For example, within the Instruction domain, a Field Supervisor will evaluate distinct dimensions such as 2.1 Achieving Expectations, 2.2 Content Knowledge and Expertise, and 2.3 Communication.
- **Rating:** For each dimension, the Field Supervisor must assign a Performance Level based on observed evidence and rubric descriptors.

There are two versions of the rubric available for EPPs to use to start Observation entry. The first is a blank template where your EPP may define the domains, dimensions, and ratings approved for use and aligned to the template. The second, is a T-TESS template where the user may wish to directly use or modify as needed the T-TESS template for use in the Observation entry.

[Observation T-TESS populated rubric template \(Spreadsheet\)](#)

[Observation rubric blank template \(spreadsheet\)](#)

Note: Descriptor Rating (End-User View)

While the system sorts observation results based on the numeric rating hierarchy, the Field Supervisor only interacts with the Descriptor Rating. For example: When conducting the observation in the user interface, the supervisor will see a dropdown or selection list containing the qualitative labels (e.g., Proficient, Accomplished, Distinguished).

Note: Rating Hierarchy (Min/Max Values)

When an EPP Administrator sets up a rubric template for upload, they must assign a Minimum and Maximum Value to each dimension (performance) level. These values serve as the backend logic that determines the "sort" on the rating results. For example: For a standard 5-point scale, "Improvement Needed" might be assigned a value of 1 (Min/Max of 1), while "Distinguished" is assigned a value of 5 (Min/Max of 5). The Min and Max should be the same value for a Rating descriptor.

Note: Suggested Naming Convention

Rubric Titles are limited to 50 characters and should be as descriptive as possible. For example, if the T-TESS has been modified to account for a compressed set of rating scales that are specific for candidates, the name should reflect that purpose. Additionally, if a rubric has a version or a year for use, that should be reflected in the name. See below:

- Rubric Name: TEA T-TESS
- Rubric Name: EPP T-TESS_Candidate Modified_V1.0
- Rubric Name: EPP T-TESS_Domain1.0_Only_V1.0
- Rubric Name: EPP T-TESS_Semester2_V2.0

When possible, users should select an existing rubric. Adding similar rubrics with minor differences will impact the usability of the dashboards. The dashboards compare data across the same rubric only.

Note that rubric titles must be unique across all EPPs. The Observation Tool performs validation when a rubric title is added to ensure that it is unique.

Observation Rubric List

Any rubric that an I2I user with EPP Administrator role has submitted and that has been validated against TEA standards will appear within the Observation Rubric List. Then, any user within the EPP can preview or use that rubric to log their observations if desired. Therefore, all rows will show a blue eye icon under "Action" to *view* the rubric in question. If the rubric was uploaded by the EPP Administrator, an administrator for that EPP will also have the option to *archive* and subsequently *unarchive* that rubric.

Observation Rubrics				
Search Rubric		All Institutions	All Statuses	
Rubric Name	Uploaded by	Status	Status Date ▼	Action
Sample Rubric 123	Lamar University	Active	3/2/2026	 
Obs_Rubric_T-TESS_3	Texas Education Agency	Active	2/20/2026	
DC_TEA_Admin	Texas Education Agency	Active	2/17/2026	
Obs_Rubric_T-TESS	Texas Education Agency	Active	2/17/2026	
+ Add New Observation Rubric Last Updated: 03/02/2026, 09:32 PM Showing 14 of 14 rubrics				

Status and Actions

Below are the statuses and actions available for the Observation Rubric List. Please note that the definitions provided here describe statuses and actions at a high level. For detailed role-based permissions, feature functionality and availability, refer to the [Features Summary](#) table.

Table 3. Observation Rubric Statuses

Status	Definition
Active	The rubric is active and available for use. <i>Users can select this rubric to create observations.</i>
Archive	The rubric has been archived and is no longer available for use. Any prior submitted Observations using this rubric will remain in the system.

Table 4. Observation Rubric Actions

Action	Definition	Action Outcome
Preview 	Opens the observation rubric in a read-only preview. <i>Use to review the rubric's dimensions, scoring range, and descriptions before use.</i>	The user is navigated to the observation rubric's preview page, where the rubric content is displayed.
Archive 	Archives a rubric so it is no longer available for use. <i>Use this action to not allow any new observations to be started with this rubric.</i>	Rubric status changes to "Archive" and the rubric is removed from the selectable rubric list during observation setup. Archived rubrics can only be seen

Action	Definition	Action Outcome
	<i>Observations that are started but not yet submitted for review, will need to be updated to select a different rubric, if the rubric becomes archived.</i>	by users with the EPP Administrator role.
Unarchive 	Restores an archived rubric to active status. <i>Use when an archived rubric needs to be made available again.</i>	Rubric status changes to “Active” and the rubric becomes available for use in the selectable rubric list for observations.

Features Summary

Below is a summary of the key features for the specific functionality identified:

Table 5. Observation Rubrics Feature Summary

Feature	Description	Validation & Technical Logic
Adding a Statewide Rubric	Create a unique scoring framework that is available statewide.	Creation is limited to TEA Admins only. Available for use by all EPPs in the state if the rubric is active (not archived).
Rubric Naming	The Rubric Title is distinct.	Rubric Titles must be unique across all EPPs. Duplicate titles are not permitted; Duplicate or similar rubrics create fragmented dashboard results.
Modification	Rubrics uploaded cannot be modified after it is submitted to the Observation Tool. Create a new rubric with versioning to account for modifications.	If adding a modified version, the title must be unique (e.g., <i>Rubric_v1.0</i>). Note: Modifying a rubric will require a new rubric upload and the observations with different rubrics or versions of the rubric will not be easily compared in the I2I Observation Dashboards.
File Upload	Rubric files for upload should be in Excel format. The template is a multi tab spreadsheet to capture Domain,	Supported format is Excel only . The structure of the file must match the template. Max file size is 10MB .

Feature	Description	Validation & Technical Logic
	Dimension and Rating Level data.	
Validation Error Report	If the uploaded rubric does not pass all the validation rules, the errors will be displayed in the app and available as a downloadable CSV error report	A number of validation rules are applied to an uploaded rubric to ensure the integrity of the file. The validations fall under larger categories: • Character limits • NULL values • Element Associations • Distinct values for Rating Levels
Archiving	Limits rubrics from active use.	Once archived, a rubric cannot be used to record new observations. A user with EPP Administrator role can only archive a rubric that has been uploaded by their EPP.

Adding a New Rubric

New rubrics may only be added by users with an EPP Administrator role. The steps to enter a new rubric include:

1. Give the rubric a name and description so it will be searchable within the Observation Tool. Rubric Titles must be unique from one another, so if adding a modified rubric version it should be given a new name like “Rubric ABC - v2”.

Add New Rubric
Upload Observation Rubric Template

Step 1 of 3

Rubric Name *

e.g., Teacher Observation Rubric 2024-2025

0 / 50

Enter a unique rubric name (maximum 50 characters) to match TEA data requirements.

Description *

Provide a detailed description of the rubric's purpose, scope, and target audience...

0 / 250

Describe the rubric's purpose, evaluation criteria, and intended use.

Before you proceed

- Before you proceed, please confirm the rubric does not already exist in the Observation Rubric List.
- If unsure, return to the list and search first.
- If you are adding a modified version of an existing rubric, the Title must be unique, i.e., T-TESS Rubric_CandidateModified_EPPName v1.0.
- Note: Dashboards treat each rubric name separately—duplicate or similar names fragment results and obscure trends. Use unique, versioned names to keep dashboards clean, comparable, and accurate.

2. Upload a populated file based on the rubric template file in Excel format (.xlsx). Only one file can be uploaded at a time and it must conform to the provided [template](#) format. The file may have a maximum size of 10 MB.

Add New Rubric
Upload Observation Rubric Template

Step 2 of 3

Upload Template File

Select an Excel file containing your rubric template

Drop file here or click to browse

Supports: Excel .xlsx file, Maximum 10MB per file

1

File Requirements

- File should contain evaluation dimensions, criteria, and rating scales
- Use the provided template format for best results
- Ensure all required fields are populated
- Only one file can be uploaded at a time

3. Review your submission by verifying that the rubric information is correct and then submit for validation. The rubric will be digitally validated against TEA standards for rubric structure. All the rules for data validation of the observation rubric upload process are identified in [Appendix C: Observation Rubric Validation Rules](#).

Add New Rubric
Upload Observation Rubric Template

Step 3 of 3

Review Your Submission

Please verify all information before submitting for validation

Rubric Information

Name:

TEA - Rubric 5 Test2

Description:

asdfsdfasdfsdfasdfsdf

File:

Clean2-ObservationRubricTemplate.xlsx

1

After submission, your file will be validated against TEA standards. Any errors will be displayed with detailed information to help you make corrections.

Any errors within the rubric file uploaded will be displayed with detailed information to help make corrections. Users also have the option of downloading a full error report as a CSV file. Note that once the user navigates away from the error report page, error display and the ability

to download will no longer be available.

Add New Rubric Upload Observation Rubric Template					
Validation Errors					
Validation Errors Found Please correct the following 5 errors and upload again.					
Status	Category	Domain/Title	Error Details	Sheet	Row
Failed	Rubric Upload	Culture/Climate Dimension	The values for the minRating and maxRating are not discrete within the same domain	Ratings	2
Failed	Rubric Upload	Agency Dimension	The values for the minRating and maxRating are not discrete within the same domain	Ratings	15
Failed	Rubric Upload	Relationship Dimension	The values for the minRating and maxRating are not discrete within the same domain	Ratings	24
Failed	Rubric Upload	Culture/Climate Dimension	Rating value 4 is covered by multiple descriptors: 'Evident', 'Very Evident'	Ratings	3
Failed	Rubric Upload	Agency Dimension	Rating value 4 is covered by multiple descriptors: 'Very Evident', 'Very Evident'	Ratings	15
Back to File Upload			Download Errors as CSV		

- If the uploaded rubric passes all the validation rules, the user will be given the option to choose whether to approve and submit the rubric or exit and discard it. If the user selects 'Approve and Submit', the rubric will appear in the Observation Rubric list with the Status of Active. This rubric is now available for all users associated with that EPP to enter Observation Results.

Add New Rubric
Upload Observation Rubric Template

Preview & Confirm

Preview Your Rubric Upload

Review the uploaded data below. Click "**Approve and Submit**" to save to the database or "**Exit and Discard**" to cancel.

Upload Details

Rubric Name:

TEA - Rubric 5 Test2

Description:

asdfsdfasdfsdfasdfsdf

File:

Clean2-ObservationRubricTemplate.xlsx

Size:

14 KB

- EPP Administrators have the ability to Archive or Unarchive a rubric that was uploaded by the EPP by selecting the red archive icon within the Observation Rubric List. Statewide rubrics uploaded by TEA Admins cannot be Archived or Unarchived by EPP Administrators.

Archive Rubric

Are you sure you want to archive this observation rubric? Archived rubrics will no longer be available for new observations but existing observations using this rubric will remain unchanged. Select *Archive* to proceed or *Cancel* to go back.

Cancel
Archive

Unarchive Rubric

Are you sure you want to unarchive this observation rubric? The rubric will become active and available for new observations. Select *Unarchive* to proceed or *Cancel* to go back.

Cancel
Unarchive

USING THE OBSERVATION TOOL

The observation tool allows users to both log observations and review or monitor observations to track candidate performance against standardized rubrics. A sample user journey can be found in the [Appendix A: Sample User Journey](#) which may be used to help understand the process from a Field Supervisor perspective.

The data entered for each observation within the Tool is thoroughly vetted for accuracy against the established validation rules. All the rules for data validation of the observation manual entry process are identified in [Appendix D: Observation Manual Entry Validation Rules](#).

Entering Observations

- **Field Supervisor Verification:** Begin by entering the Field Supervisor's TEA ID to confirm the correct identity. The tool validates against the Field Supervisor data collected nightly from ECOS to confirm their EPP association and active Field Supervisor status.
- **Candidate Selection:** The tool provides a filtered list of candidates collected from the I2I ODS on a nightly basis. These candidates can be finishers or currently enrolled in the EPP and must have a Clinical Experience record in the I2I ODS.
- **Clinical Experience Selection:** The tool provides a list of "Active" Clinical Experience for the candidate selected. Active Clinical Experience records are collected on a nightly basis from ECOS to ensure that any updates to the record in ECOS are captured and made available in the Tool the next day. Candidates may have multiple clinical Experience records, only one can be selected per observation.
- **Observation Collection:** Observers select an uploaded rubric (such as T-TESS) and other observation details such as observation type, setting, and pre-conference details. The observation results are collected against the specific dimensions of the rubric and observers record their rating and comments. The system automatically timestamps the start of the observation to track its duration. The start time can be edited to account for the entering of observations after the fact if needed.
- **Identify Areas of Refinement/Reinforcement:** Each dimension can be marked as an Area of Refinement or Reinforcement. If selected, a comment about why the designation was made becomes required. Data about refinement/reinforcement stays within the I2I system for program growth and improvement. A dimension can be designated as an Area of Refinement or an Area of Reinforcement, but not both.
- **Compliance Enforcement:** For "Formal" observations, the system mandates the documentation of Pre-Conference and Post-Conference meetings. It also checks for a minimum observation duration of 45 minutes to meet state audit requirements.
- **Comment Segmentation:** The tool distinguishes between different types of feedback:
 - **Dimension-Level Comments:** Detailed scores and coaching notes stay within the I2I system for program growth.

- Overall Observation Comment: A concise summary (10–250 characters) is the only comment transmitted to ECOS for state reporting.

Reviewing and Tracking Observations

- Observation List: Users can access a table that lists all observations, regardless of the status. Once a candidate is selected and the user navigates to their clinical experience selection, the data is stored as an entry in the Observation List. Each record in the list displays key details such as candidate name, observation date, rubric used, and current status.
- Status Tracking: The tool tracks the progress of a record through various stages from setup to completion, including "Observation Setup", "In Progress," "In Review," "Needs Revision," "Approved" and "Completed".
- Approval Workflow: Once a user submits an observation, it moves to an "In Review" status. In this state a user with EPP Administrator role is required to review the observation and either approve it or return it to the Field Supervisor for revisions.
- Data Reporting and Analysis: After final approval of an observation record, compliance data is sent to ECOS, while the full, granular dataset is loaded into I2I Observation Dashboards. This allows programs to review longitudinal performance trends and conduct deep-dive analyses.
- Administrator Controls: EPP Administrators have global access to review, edit, or delete records that are in a particular state within their EPP, and can print observations to ensure all observations meet program and state standards.

Understanding the Observation List

Observation List

The observation list captures all observations that have been created in the Observation Tool, even if only partially completed. There is one row listed per observation, and each includes the candidate name and TEA ID, observation date, rubric name, Field Supervisor name and TEA ID, status, status date, Bulk ID and

action.

Observation List

Candidate

Candidate Search

Field Supervisor

Field Supervisor Search

Bulk Id

Search Bulk Id

Status

All Statuses

Rubric Name

All Rubric Names

Observation Date From

mm/dd/yyyy

Observation Date To

mm/dd/yyyy

Reset Filters

Candidate	Observation Date	Rubric Name	Field Supervisor	Status	Status Date ▼	Bulk Id	Action
Emma Keller 2536400	9/11/2025	SA Test Rubric	Susana Andrews 22841	In Progress	6/11/2026 12:05 PM	N/A	 
Jeffery Chesser 2550554	10/5/2025	SA Test Rubric	David Abercrombie 789	Needs Revision	6/5/2026 05:04 PM	N/A	 
Ruqayya Asghar 2592502	10/28/2025	SA Test Rubric	Susana Andrews 22841	Error	6/5/2026 12:27 PM	N/A	 
Eliza Duck 2534257	11/11/2025	SA Test Rubric	David Abercrombie 789	In Review	6/5/2026 12:26 PM	N/A	  
Kiara Brown 2532261	10/6/2025	SA Test Rubric	David Abercrombie 789	In Review	6/5/2026 12:21 PM	N/A	  

STATUS AND ACTIONS

Below are the statuses and actions available for the Observation List. Please note that the definitions provided here describe statuses and actions at a high level. For detailed role-based permissions, feature functionality and availability, refer to the [Features Summary](#) table.

Table 6. Observation List Statuses

Status	Definition
Observation Setup	The observation is being set-up, but observation details have not yet been entered (the observation is in step 4 of 5 of the Observation Setup stage; Field Supervisor and candidate identified along with their Clinical Experience record and the rubric). Note that Observations in this state can be deleted.
In Progress	The observation setup stage is complete, and observation details are being entered but observation has not been submitted for review (the observation is in the Start Observation stage; pre-conference confirmed, domain dimensions rated and commented on and post-conference confirmed). Note that Observations in this state can be deleted.
In Review	The observation form has been completed and submitted for review. In this state the observation is pending review by an EPP Administrator. Note that Observations in this state cannot be deleted.
Approved	The observation has been approved by an EPP Administrator and has been sent for submission to ECOS and the I2I ODS that allows it to be viewed on the I2I Observation Dashboard. Note that Observations in this state cannot be deleted.

Status	Definition
Needs Revision	The observation was submitted for review but was <u>not</u> approved. The EPP Administrator who reviewed requested updates, and the observation has been returned for revisions and subsequent resubmission. Note that Observations in this state can be deleted.
Completed	The approved observation has successfully loaded into ECOS and the I2I ODS that allows it to be viewed on the I2I Observation Dashboard. Note that Observations in this state cannot be deleted.
Error	The observation did not load into ECOS and or the I2I ODS successfully and requires follow-up. Note that Observations in this state cannot be deleted.

Table 7. Observation List Actions

Action	Definition	Action Outcome
Open 	Opens the observation so the user can view or continue completing it. This action is available when the observation is in "Observation Setup", "In Progress" or "Needs Revision" status.	The user is navigated to the observation workflow at the step where it was last saved.
Delete 	Permanently removes an observation. This action is only available when the observation is in "Observation Setup", "In Progress" or "Needs Revision" status.	The observation is deleted and removed from the Observation List.
Preview 	Opens the observation in a read-only preview. This action is only available when the observation is in "In Review", "Approved", "Completed" or "Error" status.	The observation opens in read-only mode. The user can navigate through steps using Previous and Next but cannot make edits.
Print 	Opens a printable, read-only version of the observation. This action is only available when the observation is in "In Review", "Approved", "Completed" or "Error" status.	A print-friendly preview is displayed, allowing the user to print or save the observation.
Retry Approval 	Retries uploading an approved observation to ECOS and or the I2I ODS when a prior upload attempt resulted in an error. This action is only available when the observation is in "Error" status.	The system reattempts loading observation to the system that failed to load it; ECOS and or the I2I ODS.

Action	Definition	Action Outcome
Review Observation 	Opens an observation that has been submitted for review. This action is available for observations in "In Review" status.	The reviewer is navigated to the Preview Observation Result page to review, edit, approve or return for revisions. The observation status updates to "Approved" (if approved) or "Needs Revision" (if returned for revisions).

Adding a New Observation Record

To initiate a new observation record, the user must first complete the setup process for an Observation.

Select Field Supervisor

The process begins with the entry of the Field Supervisor's TEA ID. Upon entry, the system validates if the TEA ID exists and displays the name of the Field Supervisor if it does. This step is critical to ensure that the observation is attributed to a certified individual recognized by the EPP as a Field Supervisor. Once the identity is confirmed, the user must designate their role by selecting whether they are the Assigned Field Supervisor or a Designee (such as an EPP Administrator) entering data on behalf of the Field Supervisor. If the TEA ID is not found, the user will be given the option to re-enter another or the same TEA ID if entered in error. If the TEA ID does not exist in the system, it may not be in ECOS, or it was added to ECOS within the last 24-hour period. In these cases, users will have to wait until the next nightly refresh sync with ECOS.

Add New Observation

OBSERVATION SETUP

1
OBSERVATION
SETUP

Setup • Step 1 of 5

2
START
OBSERVATION

3
SUBMIT FOR
REVIEW

TEA ID Verification

Field Supervisor ID must be in ECOS

TEA ID of Field Supervisor*

Enter Field Supervisor TEA ID

Cancel

Continue

Add New Observation

OBSERVATION SETUP

1
OBSERVATION
SETUP

Setup • Step 2 of 5

2
START
OBSERVATION

3
SUBMIT FOR
REVIEW

Confirm Field Supervisor Detail

TEA ID	First Name	Last Name
22841	Susana	Andrews

Before you continue, please confirm that the name above matches the name of the intended field supervisor.

If the field supervisor details are incorrect, please re-enter the field supervisor's TEA ID.

If the mismatch persists, please contact the ECOS specialist at your EPP to resolve the issue before attempting to continue.

Please allow one day for ECOS updates to become visible within this application.

Please indicate whether you are completing this observation as the assigned field supervisor or on behalf of a field supervisor.*

- ☐ I am the field supervisor assigned to observe this candidate and my TEA ID is accurately reflected above.
- ☐ I am completing this observation on behalf of the Field Supervisor listed above. The listed TEA ID is accurate.

Re-enter TEA ID

Cancel

Continue

Select Candidate and Clinical Experience

Following the identity and role confirmation of the Field Supervisor, the user selects the Candidate from a filtered list. The candidate list is dynamic and displays candidates in the current school year who are

finishers or currently enrolled in the EPP in a non Professional Service program with an "Active" Clinical Experience record.

Note that for a candidate to be included in this list, the following requirements must be met:

- Candidate must have enrollment in an EPP program in the I2I ODS or I2I Dashboard
- Candidate must be 'Other Enrolled' or 'Finisher'
- Candidate must not be in a 'Professional Service' program
- Candidate must have Clinical Experience record in the I2I ODS or I2I Dashboard
 - Candidate must have the same certificate on their Admissions record in ECOS and their Clinical Experience record
 - Candidates with Verification status of 'Not Confirmed', 'Remove', 'Confirmed Title II', 'Confirmed' are not included
 - Candidates with Post Bach Status of 'Not PB', 'PB w/Prep', 'PB w/o Prep' are not included
 - Candidates must participate in a program that is 'Alternative', 'University-Based', 'University Based Prob', 'Post-Bacc' or 'Residency'.
 - The Cert program cannot be 'All-Level', 'Alternative Elementary (Grades 1-6)' or 'Unknown'.

After selecting the candidate, the user selects the Clinical Experience record that the observation ties to.

Note that for a clinical experience record to be included in this list, the following requirements must be met:

- Candidate must have Clinical Experience record for current school year in I2I ODS or I2I Dashboard
 - If a Clinical Experience record was added to ECOS after the I2I ODS weekly data refresh, these records will not display in the I2I ODS or I2I Dashboard until the next I2I ODS weekly data refresh.
- Candidate must have Clinical Experience record for unlocked year in ECOS
- Candidate must have Clinical Experience record for current school year in ECOS
 - If a new Clinical Experience record was added to ECOS for a candidate who already has a Clinical Experience record in the I2I ODS, the new record will not display in the list until the next Observation Tool nightly refresh.
 - If an existing Clinical Experience record was updated in ECOS for a candidate who already has a Clinical Experience record in the I2I ODS, the updates to the record will not display in the list until the next Observation Tool nightly refresh.

System logic automatically transitions Clinical Experience records to an "Inactive" status on September 15th following the scheduled end date of the experience. If a candidate does not appear in this list, the

EPP must verify the candidate's status and Clinical Experience record in ECOS.

Add New Observation

OBSERVATION SETUP

1
OBSERVATION
SETUP

2
START
OBSERVATION

3
SUBMIT FOR
REVIEW

Setup • Step 4 of 5

Select Clinical Experience

If Clinical Experience is Not found, it may be that the Clinical Experience record is not in ECOS. Add the Clinical Experience record for the candidate to ECOS then wait until the next nightly data load before trying to find the Clinical Experience record again in this app.

Candidate: **Alejandra Alonso** | TEA ID: **2410518**

	Assignment Type	Model	Certificate	Assignment Begin Date	Assignment End Date
☐	CLIN	490 hours	1990	08/18/2025	05/05/2026

Last Updated: 06/14/2026, 01:20 AM

Previous

Save & Exit

Save Draft

Save & Continue

Set Up Observation

After the clinical experience is selected for the candidate identified, the user must define the technical parameters of the observation. This includes selecting

- the Rubric Title (e.g., T-TESS v2.0) that will be used for the observation,
- the Observation Type
- the Observation Setting

The user is required to specify the Observation Type (Formal or Informal). The types align with TEA's definition and requirements for formal and informal observations.

Note Formal vs. Informal: Selecting "Formal" as the Observation Type will automatically trigger a mandatory requirement for Pre-Conference and Post-Conference documentation in later steps.

The user is required to specify the Observation Setting (In-Person or Virtual). The settings align with TEA's definition and requirements for in-person and virtual observations.

Add New Observation

OBSERVATION SETUP

1 OBSERVATION SETUP 2 START OBSERVATION 3 SUBMIT FOR REVIEW

Setup • Step 5 of 5

Observation Rubric Title *

Select Rubric

If the desired rubric isn't listed, please contact your EPP administrator to have it uploaded before entering observation results.

Observation Type *

Select Type

Observation Setting *

Select Setting

Last Updated: 03/03/2026, 12:06 PM

Previous Save & Exit Save Draft Save & Continue

FEATURES SUMMARY

Below are the summarized key features, including role-based access and permissions for the observation setup.

Table 8. Observation Setup Rules Summary

Feature	Description	Validation & Technical Logic
TEA ID Verification	Verify the identity of the Field Supervisor (FS).	The app returns the First and Last name associated with the TEA ID for the Field Supervisor, if the TEA ID is associated with the respective EPP. If no match is found, users must ensure the Field Supervisor is appropriately represented in ECOS, i.e., associated with the correct EPP and that the record was entered in ECOS more than 24 hours ago.
Field Supervisor Role Confirmation	Confirm the identity of the selected Field Supervisor.	Users must select if they are the assigned Field Supervisor or if they are completing the observation on behalf of the selected Field Supervisor before continuing.

Feature	Description	Validation & Technical Logic
Candidate Selection	Select the educator to be observed.	Only candidates with an ACTIVE Clinical Experience are displayed.
Clinical Experience Selection	Select the Clinical Experience record for the candidate.	Only ACTIVE Clinical Experience records are displayed. If a candidate has more than one active Clinical Experience, select the one that is aligned with the observation. Clinical Experience records become inactive on Sept 15th following the end date.
Setup Details	Define the context of the observation.	Users must select a Rubric Title, Observation Type, and Observation Setting. The Rubric must have been uploaded into the I2I Observation Tool before being able to select it to load an observation against. If the Rubric the user wants to use is not available, an EPP Administrator will have to be notified to load the Rubric.

Entering an Observation

Once the setup is finalized, the system transitions to the Observation Entry Interface. This section of the tool is designed to capture the details of the observation specific to the structure of the rubric selected. The interface will allow users to document evidence, assign ratings, and provide actionable feedback to the candidate.

First, the user must confirm that a pre-conference meeting has been held by checking the box. Field Supervisor, Candidate and Clinical Experience details should be confirmed before proceeding, as well as the Observation Rubric details selected in the previous section. The wizard includes a "Previous" button that allows the user to navigate back to prior pages to make the necessary updates if the information displayed on the confirmation page is not accurate.

Add New Observation

Pre-Conference Confirmation

Field Supervisor: Susana Andrews
Candidate: Alejandra Alonso
Candidate TEA ID: 2410518
Clinical Experience Start Date: 08/18/2025
Clinical Experience End Date: 05/05/2026
Observation Rubric Selected: SA Test Rubric
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Confirmation Check

Has a pre-conference meeting been successfully completed?

☒ Yes, a pre-conference was completed.

By checking this box, you confirm the required pre-conference discussion is complete and may proceed with the evaluation. Ensure all required topics were addressed.

Last Updated: 06/14/2026, 01:22 AM

Add New Observation

Observation Rubric Detail

Observation Rubric Name

SA Test Rubric

Observation Details

Observation Type

Observation Setting

Formal Obs

P

Pre-Conference Information

Pre-Conference Check

Yes, the pre-conference was completed.

The start time is automatically set to the date and time when you click "Start Observation." You will have the opportunity to review and edit this on the next screen. Please confirm the start date and time are accurate before submitting your observation for approval.

Last Updated: 06/14/2026, 01:27 AM

Previous

Save & Exit

Save Draft

Save & Continue

The Observation Date and Start Time default to the current date and time, but these can be adjusted to a day and time in the past. The Observation Date must fall within the Clinical Experience dates selected for the Candidate. If the specific conditions for the Observation Date are not met, the user will not be able to proceed to the next page and an error message will be displayed below the Observation date. These are the conditions the Observation date must meet:

- Observation Date must be on or after the Clinical Experience Begin Date
- Observation Date must be on or before the Clinical Experience End Date
- Observation must be collected and reported in the reporting year in which they occur
- Observation Date must be within an unlocked year

- Future Observation Dates are allowed on this page, but will need to be in the past or current before the observation is submitted for review.

The observation can then be logged against the selected rubric. All fields on the form are required except the Area of Refinement or Reinforcement which are conditionally required. Comments and Rating Scale must be provided for each dimension within the rubric. These will only be retained within the I2I ODS and will not be reported to ECOS. If either the Rating Scale or Comments is not provided for a dimension, the user will not be able to proceed to the next page. An error message will be displayed and the specific dimension missing the Rating Scale and or Comments will be highlighted.

If either the Refinement or Reinforcement box is selected for a dimension, then comments for Areas of Refinement or Reinforcement must be provided. If neither of these boxes are selected then the comment is optional and cannot be edited. Either the Refinement or the Reinforcement box can be selected, but not both. Comments provided should match the box selected. If a box is selected for a dimension and Refinement or Reinforcement comments not provided, the user will not be able to proceed to the next page. An error message will be displayed and the specific dimension missing the Refinement or Reinforcement comment will be highlighted. Refinement and Reinforcement comments will not be reported to ECOS, but if entered, they will display on the I2I Observation Dashboard.

The Overall Observation Comment allows the user to provide details about how the candidate performed across the entire rubric. If this comment is not provided, the user will not be able to proceed to the next page. An error message will be displayed and the Overall Observation Comment box will be highlighted. Note that this comment is limited to only 250 characters. The Overall Observation Comment will be reported to ECOS. It will also be displayed on the I2I Observation Dashboard.

Add New Observation

Field Supervisor: Susana Andrews
Candidate: Alejandra Alonso
Candidate TEA ID: 2410518
Clinical Experience Start Date: 08/18/2025
Clinical Experience End Date: 05/05/2026
Observation Rubric Selected: SA Test Rubric
Observation Type: Formal Observation
Observation Setting: In-Person

Observation Date

09/14/2025

Start Time

01:30 AM

Use Current Date & Time

Note:

Dimension-level comments will not be reported to ECOS. They will remain within the I2I data system (I2I ODS).

Comments for Areas of Refinement or Reinforcement are optional. These will also not be reported to ECOS, but if entered, they will display on your I2I Observation Dashboards.

Only the Overall Observation Comment entered below will be reported to the ECOS.

* Identifies required fields

Dimension Code	Dimension	Rating Scale *	Comments *	Area of Refinement or Reinforcement (Optional)
PLANNING				
1.1	Standards and Alignment	Select	Add detailed comments here	☐ Refinement ☐ Reinforcement

Add New Observation

	formal and informal methods to measure student progress, then manages and analyzes student data to inform instruction.			0 / 1024
1.3	Knowledge of Students Planning Knowledge about students	Select	Add detailed comments here	☐ Refinement ☐ Reinforcement
			0 / 1024	Select Refinement or Reinforcement first
1.4	Activities Planning Activities used with students	Select	Add detailed comments here	☐ Refinement ☐ Reinforcement
			0 / 1024	Select Refinement or Reinforcement first
				0 / 1024

Overall Observation Comment (Reported to ECOS) *

Summarize overall performance, key strengths, and priority growth area(s).

0 / 250

Last Updated: 06/14/2026, 01:30 AM

Previous

Save & Exit

Save Draft

Save & Continue

Features Summary

Below are the summarized key features, including role-based access and permissions.

Table 9. Observation Entry Features Summary

Feature	Description	Validation & Technical Logic
Pre-Conference Confirmation	User confirms a Pre-Conference was held or that a Pre-Conference was not required.	If the Observation Type is "Formal" , a Pre-Conference meeting is required and the user must indicate that it was held (user will be required to enter the date in a later step). If the Observation Type is "Informal" a Pre-Conference meeting is not required and the user will simply acknowledge the step is Not Applicable.
Review Observation Set Up	Review data that has been entered during the setup phase into the I2I Observation Tool App to confirm accuracy.	All data entered to this point is available for review to confirm accuracy. If any of the data is incorrect, the user may go to the "Previous" page and update the data. If the data is accurate and complete, the user can "Save & Continue" .
Confirm Observation Date and Start Time	Observation Date is auto-populated for the current date. Observation Start Time is auto-populated for the current time.	The rubric form is auto-populated with the current date and time but it is editable and can be changed to account for observation data entry after the actual occurrence.
Rating Scale	Select a Rating Scale descriptor for each dimension in the rubric.	A Rating Scale value must be selected for every dimension. The Rating Scale values are determined based on the rubric that was selected for the observation.

Feature	Description	Validation & Technical Logic
Dimension Comments	Written feedback must be provided for each dimension.	For each dimension, the user must provide comments indicating why the Rating Scale descriptor was selected. The dimension comments are sent to the I2I ODS and are not sent to ECOS. The length of the comments must be less than 1024 characters.
Area of Reinforcement/Refinement	Highlight areas of strength and growth or areas of weakness that need improvement.	Any dimension can be selected as an Area of Refinement or an Area of Reinforcement, but not both. If the dimension is identified as an area of refinement or reinforcement, a comment must be completed to indicate why the dimension was selected respectively. This data is sent to the I2I ODS and is not sent to ECOS. Comments must be less than 1024 characters
Overall Observation Comment	Written feedback must be provided regarding the overall observation.	The Overall Comment is a compliance requirement for ECOS and must be no more than 250 characters.

Submitting for Review

In order to submit the observation, the date it occurs must be within the date range of the Clinical Experience record for the Candidate; conditions identified in the previous section above. The user may revise the observation date and start/end times and make any edits necessary. If the observation type is formal and the duration is not 45 minutes or greater, a **warning** will be displayed indicating that the observation duration is below the required limit.

If the Observation Type is **Formal** a Pre-Conference Date **must** be provided. If the specific conditions for the Pre-Conference Date are not met, the user will not be able to proceed to the next page, and an error message will be displayed below the Pre-Conference Date. These are the conditions the Pre-Conference Date must meet:

- Pre-Conference Date must be on or prior to the Observation Date
- Post-Conference Date should be within 10 days after the Observation Date.
- Pre-Conference Date must be on or after the Clinical Experience Begin Date

- Pre-Conference Date must be on or prior to the Clinical Experience End Date

Finally, in order to complete an observation record the user must verify whether a Post-Conference meeting was completed. If the Observation Type is **Formal** and the **post-conference was completed**, the post-conference date **must** be provided. If the specific conditions for the Post-Conference Date are not met, the user will not be able to proceed to the next step, and an error message will be displayed below the Post-Conference Date. These are the conditions the Post-Conference Date must meet:

- Post-Conference Date must be on or after the Observation Date.
- Post-Conference Date must be on or after the Clinical Experience Begin Date
- Post-Conference Date must be on or prior to the Clinical Experience End Date.
- Post-Conference Date must not be in the future.

If the post-conference has not yet been completed, the user has the option to save and exit until the post-conference is complete or select “**No, the post-conference was not completed**” and proceed to submit the observation for review.

Note that on this page, the **Observation Date cannot be a future date**. If a future date is entered, an error message will be displayed, and the user will not be able to submit the observation for review. The user must navigate back to the previous page to change the Observation Date or wait until the future date becomes the current date.

At this point, the observation can be submitted for review. Once submitted, the user will no longer be able to make changes unless their role is an EPP Administrator. The record will now appear within the “Observation List” with the status of “In Review”.

Add New Observation

SUBMIT FOR REVIEW

1
OBSERVATION
SETUP

2
START
OBSERVATION

3
SUBMIT FOR
REVIEW

Submit for Review • Step 1 of 2

Confirm Observation and Pre-Conference Information

Field Supervisor: Susana Andrews
Candidate: Alejandra Alonso
Candidate TEA ID: 2410518
Clinical Experience Start Date: 08/18/2025
Clinical Experience End Date: 05/05/2026
Observation Rubric Selected: SA Test Rubric
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Date: 09/13/2025
Observation Date: 09/14/2025
Observation Start Time: 13:30
Observation End Time: 14:35
Observation Duration: 65 Minutes
Post-Conference Date: Missing Required

Observation Date *

09/14/2025

Start Time *

01:30 PM

End Time *

02:35 PM

Pre-Conference Date *

09/13/2025

Last Updated: 06/14/2026, 01:35 AM

Previous

Save & Exit

Save Draft

Save & Continue

Add New Observation

SUBMIT FOR REVIEW

1
OBSERVATION
SETUP

2
START
OBSERVATION

3
SUBMIT FOR
REVIEW

Submit for Review • Step 2 of 2

Field Supervisor: Susana Andrews
Candidate: Alejandra Alonso
Candidate TEA ID: 2410518
Clinical Experience Start Date: 08/18/2025
Clinical Experience End Date: 05/05/2026
Observation Rubric Selected: SA Test Rubric
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Date: 09/13/2025
Observation Date: 09/14/2025
Observation Start Time: 13:30
Observation End Time: 14:35
Observation Duration: 65 Minutes
Post-Conference Date: Missing Required

Post-Conference Confirmation

☒ Yes, the post-conference was completed.

Post-Conference Date *

mm/dd/yyyy

If the post-conference date is not yet known you may save as draft and return later.

☐ No, the post-conference was not completed.

Last Updated: 06/14/2026, 01:35 AM

Previous

Save & Exit

Save Draft

Submit for Review

Features Summary

Below are the summarized key features, including role-based access and permissions.

Table 10. Submitting for Review Features Summary

Feature	Description	Validation & Technical Logic
Confirm Observation Date Duration	Observation Date and Observation Start Time is auto-populated for the date/time the observation was started unless edited by the user. Observation End Time is auto-populated for the time the user comes to this step, but is editable.	Confirm the Observation Date, The Observation Start Time and the Observation End Time are accurate. The Duration will be calculated based on the Start and End time. Confirm the Duration is accurate as this will get submitted to ECOS.
Pre-Conference Date	Enter the date of the Pre-Conference. Date must be on the same day or prior to the Date of the Observation.	If the Observation Type is "Formal" , a Pre-Conference meeting is required and the user must enter the date the Pre-Conference was held. If the Observation Type is "Informal" a Pre-Conference meeting is not required and the Pre-Conference Date field will not appear.
Post-Conference Date	Enter the date of the Post-Conference meeting. Date must be on the same day or after the Date of the Observation.	If the Observation Type is "Formal" , a Post-Conference meeting is required. If the Post-Conference date has been completed at the time of data entry, the date can be entered. If the Post-Conference meeting has not been completed, the user can indicate such and there will be an opportunity to enter the date during a later step. If the Observation Type is "Informal" a Post-Conference meeting is not required and the

Feature	Description	Validation & Technical Logic
		user will simply acknowledge the step is Not Applicable. Future Observation and Post-Conference dates are not allowed in this step.
Submit for Review	All requirements have been completed and the observation is now ready to be submitted for review.	Click on the Submit for Review button once all required elements have been added and there are no errors. Users must confirm the observation is ready for submission.

Bulk Upload New Observation Records

The Bulk Upload Observation Results is a feature that allows EPP Administrators to upload multiple observation results into the I2I Observation Tool as a batch instead of entering them individually. This functionality is available ONLY to users with the EPP Administrator role.

To access this functionality, select **Bulk Upload Observation Results** from the left-hand menu.

Step 1: Download the Rubric Data Dictionary and Template

Observation results can only be uploaded for a single Observation Rubric at a time, and bulk upload is limited to Formal observations only. Users need to download the unique template provided for the specific rubric they are uploading results for. This is to ensure that the file is formatted correctly.

To download a template, select **Download Observation Results Template** at the bottom of the **Bulk Upload Observation Results** page. On the next page, a list of available Rubric Titles will be displayed. Select the appropriate rubric and click **Preview** to confirm the correct rubric has been selected.

Bulk Upload Observation Results

1

OBSERVATION
RUBRIC SETUP

2

UPLOAD BULK
OBSERVATION RESULTS

Bulk Observation • Step 1 of 3

3

SUBMIT BULK
OBSERVATION RESULTS

Select Rubric

Search by Rubric Title

Q

Rubric Title
☐ SA Rubric Test SS
☐ SA Test Rubric
☐ TEA T-TESS_2026

Cancel

Next

On the **Preview Selected Rubric** page, two download links are available:

- Download Rubric Data Dictionary** — Provides the description, data type, required indicator, and allowable values (when applicable) for each field in the template. Users should reference the Data Dictionary to confirm required fields, valid values, and rubric-specific fields before completing the upload template (see [Using the Data Dictionary](#) below)

Since the data dictionary is specific to each rubric, it should be downloaded whenever uploading results to a different rubric.

Using the Data Dictionary

The Data Dictionary should be used in conjunction with the template to ensure all fields are completed accurately for the selected Rubric Title. This spreadsheet contains 2 tabs

- Template - This provides the structure of the template.
- DataDictionary - This provides the necessary details regarding the fields within the template.

There are several data elements that are consistent across all Rubric Titles. For example:

- Candidate TEA ID** must be a valid integer and match the candidate's TEA ID in ECOS.
- For Bulk Upload Observation Results, the **Observation Type** must be **FORMAL**. The **Allowable Values** column in the DataDictionary tab identifies the specific value that must be entered in the template. Informal observations cannot be uploaded through this process and must be entered individually using the **Add New Observation Record** functionality.

- **Record Type, Assignment Type, and Model** must match the candidate's clinical experience record in ECOS and must be selected from the **Allowable Values** column in the DataDictionary tab.
- **Assignment Begin Date, Assignment End Date, and Certificate** must match the corresponding Clinical Experience record in ECOS.

Other data elements are specific to the selected Rubric Title. For example:

- **Rating Scale** values must align with the allowable ratings for each domain and dimension within the selected Rubric. These values are identified in the **Allowable Values** column in the DataDictionary tab.
- **Domain Names** and **Dimension Names** are specific to each Rubric Title and are identified in the Data Dictionary. The generated template will automatically include the appropriate domains and dimensions for the selected rubric.

The Data Dictionary and Template are designed to be used together and should be referenced throughout the completion process to ensure the Observation Results file is accurate and ready for upload.

Field Name	Description	Data Type	Required	Allowable Values
Candidate TEA ID	TEA ID for the Candidate; Value entered must match the TEA ID for the individual in ECOS	Integer	YES	
Candidate Last Name	Last name for the Candidate; Value entered must match the Last Name for the individual	String	YES	
Candidate First Name	First name for the Candidate; Value entered must match the First Name for the	String	YES	
Observation Type	The type of observation for the bulk upload, must be 'Formal Obs'. Informal observations	String	YES	Formal Obs
Record Type	Record Type for the clinical experience in ECOS; Value entered must match the Record	String	YES	Clinical Teaching
Assignment Begin Date	The date the Clinical Experience started for the candidate; Value entered must match	Date (mm/dd/yyyy)	YES	
Assignment End Date	The date the Clinical Experience ended for the candidate; Value entered must match the	Date (mm/dd/yyyy)	YES	
LEA ID	The identifier for the district where the candidate is doing or completed their clinical	Integer	YES	
Assignment Type	Assignment Type for the clinical experience in ECOS; Value entered must match the	String	YES	1st Year Clinical Teacher
Model	Model for the clinical experience in ECOS; Value entered must match the Model for the	String	YES	Approved Aide
Certificate	The identifier that represents the certificate offered; Value entered must match the	Integer	YES	
Observation Date	The date the Observation was conducted; Value entered must be between the Begin	Date (mm/dd/yyyy)	YES	
Start Time	The time the observation was started; Value entered must be before the End Time	Time (hh:mm:ss)	YES	
End Time	The time the observation was ended; Value entered must be after the Start Time	Time (hh:mm:ss)	YES	
Observation Setting (P/V)	The setting in which the observation was conducted; Value must be either 'P' (In-Person)	String	YES	P
Pre-Conference Date	The date the pre-conference was held for the observation; Value entered must be on	Date (mm/dd/yyyy)	YES	
Post-Conference Date	The date the post-conference was held for the observation; Value entered must be on	Date (mm/dd/yyyy)	YES	
Planning - Standards and Alignment - Rating Scale	The rating scale for the Standards and Alignment dimension of the Planning domain;	String	YES	1 - Improvement Needed
Planning - Standards and Alignment - Dimension Comment	The comments entered for the Standards and Alignment dimension of the Planning	String	YES	
Planning - Standards and Alignment - Area of	The comments entered indicating Area of Reinforcement for the Standards and	String	NO	
Planning - Standards and Alignment - Area of Refinement	The comments entered indicating Area of Refinement for the Standards and Alignment	String	NO	

- **Download Observation Results Template** — Provides the csv file the observation results need to be added to for uploading bulk results into the app.

The app will be looking for the unique structure provided in the template for the specific rubric selected. If the file structure does not match, the uploaded results will fail. It is very important that the specific template for the selected Rubric Title is used.

Once both the Rubric Data Dictionary and the Observation Results Template have been downloaded, click on the **Done** button to return to the Bulk Upload Observations Results page.

Step 2: Complete the Observation Results Template

Enter the observation results into the downloaded template for the specific rubric selected.

The completed CSV file must meet the following requirements:

- File format must be [.csv](#)
- Maximum of 100 data rows per file
- The first row must contain the column headers from the downloaded template

Step 3: Upload the Completed File

Once the file is created using the template for the specific Rubric selected, click on the **Upload Bulk Observation Results** link at the bottom of the Bulk Upload Observations Results page.

The page displays a list of available Rubrics to load results against. Select the appropriate Rubric Title that matches the template recently downloaded and populated with observation results and click **Next**. A preview of the selected rubric is displayed for confirmation that this rubric matches the rubric used in the file you are ready to upload. If correct, click **Confirm and Continue**.

Upload the populated CSV file. The file must meet the following requirements:

- File format must be [.csv](#)
- Maximum of 100 data rows
- The first row must contain the column headers from the downloaded template

After selecting or dropping the file, click **Submit for Validation**.

Each record in the file bulk uploaded is thoroughly vetted for accuracy against the established validation rules. All the rules for data validation of the bulk upload process are identified in [Appendix E: Observation Result Bulk Upload Validation Rules](#).

Bulk Upload Observation Results

1

OBSERVATION
RUBRIC SETUP

2

UPLOAD BULK
OBSERVATION RESULTS

Bulk Observation • Step 2 of 3

3

SUBMIT BULK
OBSERVATION RESULTS

Upload Observation Results File

Select a CSV file containing your Bulk Observation Results.

BulkUploadSample_Rubric_SA_Test_TXTech (2).csv (1.8 KB)

Remove

File Requirements

Supported format: .csv

Maximum file size: 10 MB

The first row must contain column headers matching the template

Download the template first to ensure correct column order

Do not modify the column headers in the template

Previous

Cancel

Submit for Validation

Step 4: Review Validation Results

If **validation errors are detected**, an error notification will appear immediately. A detailed error report can be downloaded by selecting **Download Error Report**. The report identifies each row that failed validation and provides the specific validation errors. A single row in the uploaded file may have more than one error and can appear in the error report multiple times. Once all the issues are resolved, the file can be uploaded again.

Bulk Upload Observation Results

1

OBSERVATION
RUBRIC SETUP

2

UPLOAD BULK
OBSERVATION RESULTS

Bulk Observation • Step 3 of 3

3

SUBMIT BULK
OBSERVATION RESULTS

Preview Observation Results

The Observation Results failed to pass the validation rules.

Validation failed.

Return to File Upload

DOWNLOAD ERROR REPORT

Row Number	Column Name	Error Code	Error Message
2	Planning - Standards and Alignment	ERR_DIM_COMMENT_MISSING	A Dimension Comment is required for dimension: Planning
2	PreConferenceDate	ERR_PRECONF_DATE_FORMAT	Pre-Conference Date is not a valid date: Text
3	PostConferenceDate	ERR_POSTCONF_DATE_FORMAT	Post-Conference Date is not a valid date: Text
3	Planning - Standards and Alignment	ERR_DIM_REINFORCE_REFINE_BOTH	Area of Reinforcement and Area of Refinement cannot both
4	OverallObservationComment	ERR_OVERALL_COMMENT_EMPTY	The Overall Observation Comment must be greater than 0 c

If the file passes validation, the application will display a confirmation message and present the uploaded data for review before submission. Carefully verify all information for accuracy and completeness, especially:

- **Post-Conference Date** — Should be on or after after the Observation Date
- **Duration** — Should be at least 45 minutes to count toward an audit

If corrections are needed, select **Exit and Discard**, update the file, and repeat the upload process.

1

OBSERVATION RUBRIC SETUP

2

UPLOAD BULK OBSERVATION RESULTS

Bulk Observation • Step 3 of 3

3

SUBMIT BULK OBSERVATION RESULTS

Preview Observation Results

The Observation Results file has successfully passed validation. The file is ready for submission to ECOS and the I2I Observations tool.

Please review the data below. If you need to make modifications, click cancel. Make the the necessary updates to the file and re-upload it. Once you are satisfied with your submission, click submit to send the data to ECOS and and the I2I Observations tool.

Obs Date	Obs type	Candidate	Supervisor	Setting	Pre-Conf	Post Conf	Overall Comments	Obs Duration
9/17/2025	Formal Obs	Montserrat Garay Olague 2159076	Irma Almager 15529	P	9/17/2025	9/17/2025	Overall observation note f...	60 mins

Showing 1-1 of 1 Observation(s) Page 1 of 1

<< Prev
Next >>

✕ Exit and Discard

✓ Submit Bulk Observation Results

Step 5: Submit Bulk Observation Results

Once the data has been reviewed and confirmed, click **Submit Bulk Observation Results**. The results will be immediately approved and ready to be submitted to ECOS and the I2I ODS on the next 15 minute interval submission. Observations that are bulk uploaded receive a **Bulk Upload Id** and are displayed in the **Observation List** with the status of **“Approved”** upon immediate submission in the Tool and **“Completed”** upon successful transmission to ECOS and the I2I ODS.

Note that for observations that are bulk uploaded, there is no additional step for the EPP Administrator to review and approve the records. A successful upload indicates that records have been reviewed and are ready to be approved. Once the user selects **Submit Bulk Observation Results**, this takes care of the approval and the process is complete.

All bulk upload attempts are recorded in the table displayed on the **Bulk Upload Observation Results** page. The table includes:

- Bulk Upload ID
- File Name
- Rubric Name
- Uploaded By
- Upload Date
- Upload Status
- # of observations
- Action

Bulk Upload Observation Results							
Search File Name, Uploaded By, or Batch ID			Filter by Status	All Statuses	Filter by Rubric	All Rubrics	
Bulk Upload ID ▼	File Name	Rubric Name	Uploaded By	Upload Date	Upload Status	# of Observations	Action
00294	BulkUploadSample_Rubri...	SA Test Rubric	Sahar.Sherwani@tea.texas.gov	6/14/2026, 12:57 AM	Validation Failed	5	
00293	BulkUploadSample_Rubri...	SA Test Rubric	Sahar.Sherwani@tea.texas.gov	6/5/2026, 12:23 PM	Validation Failed	5	
00290	BulkUploadSample_Rubri...	SA Test Rubric	Sahar.Sherwani@tea.texas.gov	5/29/2026, 12:38 AM	Validation Failed	5	
00289	BulkUploadSample_Rubri...	SA Test Rubric	Sahar.Sherwani@tea.texas.gov	5/28/2026, 01:39 PM	Validation Failed	3	
Download Observation Results Template Upload Bulk Observation Results Last Updated: 06/14/2026, 02:08 AM Showing 25 of 40 Uploads							

Selecting **Preview** in the **Action** column for a particular bulk upload id opens the **Observation List** filtered for the associated **Bulk Upload ID**. All observations included in that upload batch are displayed with their corresponding statuses.

Note that only bulk uploads with the Upload Status of **“Uploaded”** allows the preview of the records in the batch on the Observation List. Bulk upload attempts that failed validation or errored out will not have observation records to display until there is a successful upload.

Observation List

Candidate

Candidate Search

Field Supervisor

Field Supervisor Search

Bulk Id

0027

Status

All Statuses

Rubric Name

All Rubric Names

Observation Date From

mm/dd/yyyy

Observation Date To

mm/dd/yyyy

Reset Filters

Candidate	Observation Date	Rubric Name	Field Supervisor	Status	Status Date	Bulk Id	Action
Sadie Stevens 2532384	12/23/2025	SA Test Rubric	Shannon Bullard 31697	Approved	5/28/2026 11:50 AM	00279	
Ava Cole 2533313	12/23/2025	SA Test Rubric	Gerald Babbitt 34713	Approved	5/28/2026 11:50 AM	00279	
Kylie Rush 2537772	12/24/2025	SA Test Rubric	David Abercrombie 789	Approved	5/28/2026 11:50 AM	00279	
Isobel Hutson 2421904	12/25/2025	SA Test Rubric	Future Akins 8096	Approved	5/28/2026 11:50 AM	00279	
Isabella Ibanez 2531634	12/26/2025	SA Test Rubric	Irma Almager 15529	Approved	5/28/2026 11:50 AM	00279	

+ Add New Observation

Bulk Approval

Last Updated: 06/14/2026, 02:16 AM | Showing 7 of 7 observations

If any errors occur while loading observations into ECOS or the ODS, the observation status will display as **Error**. These records will also appear on the **Observation Submission Errors** page, with specific details about the error and the opportunity to attempt resubmission. For additional information, see the [Observation Submission Errors Page section](#).

FEATURES SUMMARY

Below are the summarized key features, including role-based access and permissions.

Table 11. Bulk Upload Observation Results Features

Note: The Bulk Upload Observation Results Features are ONLY available to the EPP Administrator Role.

Feature	Description	Validation & Technical Logic
Download Observation Results Template	Link is available to start the process of downloading the applicable rubric-specific Data Dictionary and Observation Results Template.	After selecting and previewing the appropriate Rubric Title, users can download the files needed to complete the bulk upload observation results file.
Select and Preview Rubric Title	List of available Rubric Titles is displayed	User must select the specific Rubric Title the results are to be loaded against; Results can only be loaded against one Rubric at a time; A specific template must be used for the Rubric

Feature	Description	Validation & Technical Logic
		selected; The user will have the opportunity to review the Rubric once selected
Download Rubric Data Dictionary	A Data Dictionary is available for download for each Rubric	The Data Dictionary will be specific for the selected Rubric and it is recommended that it be downloaded as guidance for completing the template
Download Observation Results Template	A Template is available for download for each Rubric	The App will look for the specific structure that is included in the template for each individual Rubric The template must be used to ensure the data being uploaded is in the correct format
Upload Bulk Observation Results	Link is available to start the process of uploading the Observation Results File	This page will display a table of all attempted bulk upload observation results which includes a Bulk Upload ID, File Name, Rubric Title, User Uploaded By, Upload Date, Upload Status and # of Observations (included in the file)
Select and Preview Rubric Title	List of available Rubric Titles is displayed	User must select the specific Rubric Title the results are to be loaded against; Results can only be loaded against one Rubric at a time; A specific template must be used for the Rubric selected; The user will have the opportunity to review the Rubric once selected
Upload Observation Results File and Submit for Validation	User will upload the Observation Results file and Submit for Validation	A series of validation rules are in place and the file must pass the validation rules before the data can be loaded
Download Error Report	An immediate error message will be displayed on the app screen and a downloadable report with detailed	If any of the validation rules are violated, none of the data in the file will be loaded; The file must be corrected and resubmitted before any of the data will be loaded

Feature	Description	Validation & Technical Logic
	information will be available	
Submit Bulk Observation Results	An immediate success message will be displayed on the app screen and a preview of the data included in the file will be available for preview	Once all the validation rules have passed, the data will be available for review for accuracy and completeness; Once the user is confident in the data, the data can be submitted; The data will appear as successful on the Bulk Upload table and each observation in the file will appear in the Observation List

Data Integrity And Data Validation

The Observation Tool performs several data validation throughout the process of setting up, entering and submitting observations. These validations ensure data integrity and accuracy. Data validations are indicated wherever an **error message** or **warning** is displayed.

Add New Observation

1

OBSERVATION SETUP

2

START OBSERVATION

3

SUBMIT FOR REVIEW

Observation • Step 3 of 3

Field Supervisor: David Abercrombie

Candidate: Alejandra Alonso

Candidate TEA ID: 2410518

Clinical Experience Start Date: 08/18/2025

Clinical Experience End Date: 05/05/2026

Observation Rubric Selected: SA Test Rubric

Observation Type: Formal Observation

Observation Setting: In-Person

Observation Date

06/14/2026

Start Time

11:50 PM

Use Current Date & Time

Observation date (06/14/2026) must be between the clinical experience dates (08/18/2025 to 05/05/2026). Select another clinical experience.

Most data validation is performed against the information entered on the rubric form and the dates entered on the subsequent pages that follow. These are the elements that are validated:

- Field supervisor TEA ID to ensure that the Field supervisor is accurate.
- Observation Date against the Clinical Experience begin and End Dates
- Observation conducted and reported within the current academic year

- End Time against the Start Time
- Pre-Conference Date against the Observation Date
- Pre-Conference Date against the Clinical Experience begin and End Dates
- Observation against a future date
- Post-Conference Date against the Observation Date
- Post-Conference Date against the Clinical Experience begin and End Dates
- Post-Conference Date against a future date

Users have the option of entering their observation information into the Observation Tool, saving it and exiting and then returning to complete it at a later time. In these cases, it is possible that the underlying data that was previously entered got updated or removed from ECOS and the I2I ODS.

If the underlying data was updated, the user will be notified at key points of the process within the Tool that the information has been updated and the user will not be able to continue the process until the necessary fixes have been made to account for the underlying data change.

Notifications are provided on the **Submit for Review** page where the Field Supervisor submits the observation for review.

The screenshot shows the 'Add New Observation' form with a progress bar at the top indicating three steps: 1. OBSERVATION SETUP, 2. START OBSERVATION, and 3. SUBMIT FOR REVIEW. The current step is 'SUBMIT FOR REVIEW', which is labeled 'Step 2 of 2'. Below the progress bar, there is a table of observation details:

Field Supervisor: Georgia Arrington	Pre-Conference Date: 04/03/2023
Candidate: Myles Alexander	Observation Date: 04/03/2023
Candidate TEA ID: 2410718	Observation Start Time: 12:06
Clinical Experience Start Date: 08/02/2023	Observation End Time: 12:55
Clinical Experience End Date: 08/02/2023	Observation Duration: 49 Minutes
Observation Rubric Selected: SA Test A+	Post-Conference Date: Missing (Required)
Observation Type: Formal Observation	
Observation Setting: In-Person	

Below the table, a red error message box is displayed:

Data Integrity Error
 This observation cannot be submitted because some related data is no longer available. Please contact your administrator to resolve these issues.

- The Clinical Experience for this observation is no longer present in ECOS. Update ECOS data or discard this observation record.

At the bottom of the form, there are three buttons: 'Previous', 'Save & Exit', and 'Submit for Review'.

Below is a list of all the data elements being validated on this page for existence and accuracy:

- Existence of Field Supervisor
- Updates to Field Supervisor record
- Existence of Candidate
- Updates to Candidate record
- Existence of Clinical Experience
- Updates to Clinical Experience record

Notifications are also provided on the observation approval page where the EPP Administrator approves the observation after it has been submitted for review. In this case, the reviewer is unable to approve the

observation, but is able to return the observation to the Field Supervisor by selecting **Continue to Add Revision Feedback**, so they can make the necessary changes and resubmit.

Preview Observation Result

Data Integrity Error

This observation cannot be submitted because some related data is no longer available. Please contact your administrator to resolve these issues.

- The Candidate for this observation is no longer present in ECOS. Update ECOS data or discard this observation record.

Field Supervisor: Georgia Arrington
Candidate: Briana Aguero
Candidate TEA ID: 2354582
Clinical Experience Start Date: 08/15/2022
Clinical Experience End Date: 08/15/2023
Observation Rubric Selected: SA Test A+
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Date: 04/03/2023
Observation Date: 04/03/2023
Observation Start Time: 12:20
Observation End Time: 12:50
Observation Duration: 30 Minutes
Post-Conference Date: 04/03/2023

Please Note:

- Check the boxes to indicate dimensions needing edits or revisions by Field Supervisor.
- To make edits yourself, click Edit.
- To request revisions, click Return for Revision. If no changes are needed, leave boxes unchecked and click Approved.

Cancel

Save

Continue to Feedback

✓ Approve

Below is a list of all the data elements being validated on this page for existence and accuracy:

- Existence of Field Supervisor
- Updates to Field Supervisor record
- Existence of Candidate
- Updates to Candidate record
- Existence of Clinical Experience
- Updates to Clinical Experience record

If the underlying data has been updated, the Field Supervisor has the ability to use the **Previous** button in the Observation Tool, to go back and select the updated record and modify the necessary dates to align with the updated record if necessary. Once the necessary updates are made, the Field Supervisor can refresh the page or exit the observation then return to submit for review.

Add New Observation

Field Supervisor: Georgia Arrington
Candidate: Linda Almanza
Candidate TEA ID: 2407046
Clinical Experience Start Date: 04/29/2023
Clinical Experience End Date: 09/29/2023
Observation Rubric Selected: SA Test A+
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Date: 04/03/2023
Observation Date: 04/03/2023
Observation Start Time: 12:33
Observation End Time: 12:55
Observation Duration: 22 Minutes
Post-Conference Date: 04/04/2023

Data Integrity Error
This observation cannot be submitted because some related data is no longer available. Please contact your administrator to resolve these issues.

- Clinical Experience dates in ECOS have changed. Update the ECOS record to ensure that the observation date is within the Clinical Experience dates or discard this observation record.

Post-Conference Confirmation

☒ Yes, the post-conference was completed.

Post-Conference Date *

Previous
Save & Exit
Save Draft
Submit for Review

Add New Observation

Please correct the highlighted fields below.

Observation Date *

08/12/2025

Start Time *

11:50 AM

End Time *

12:00 PM

Observation Date (08/12/2025) is outside of the unlocked period (09/01/2025 - 08/31/2026).
Duration: 10 minutes

Pre-Conference Date *

08/12/2025

Pre-Conference Date (08/12/2025) must be on or after the clinical experience start date (08/18/2025).

Last Updated: 06/14/2026, 11:52 PM

Previous
Save & Exit
Save Draft
Save & Continue

If the underlying data has been removed from ECOS or the I2I ODS, the Field Supervisor can leave the observation in the state it is in, until the data is reloaded to ECOS and the I2I ODS, then make the necessary updates and submit the observation for review. If the data removed will not be reloaded to ECOS and the I2I ODS, the Field Supervisor can simply **delete** the observation by selecting the **trash can** icon next to the observation with the issue in the **Observation List** (as long as the status of the

observation is Observation Setup, In Progress or Needs Revision).

Candidate	Observation Date	Rubric Name	Field Supervisor	Status	Status Date ▼	Bulk Id	Action
Alejandra Alonso 2410518	9/12/2025	SA Test Rubric	David Abercrombie 789	In Progress	6/14/2026 10:52 PM	N/A	 
Alejandra Alonso 2410518	9/14/2025	SA Test Rubric	Susana Andrews 22841	In Review	6/14/2026 10:23 PM	N/A	  
Montserrat Garay Olague 2159076	9/17/2025	SA Test Rubric	Irma Almager 15529	Completed	6/14/2026 01:15 AM	00296	 
Emma Keller 2536400	9/11/2025	SA Test Rubric	Susana Andrews 22841	In Progress	6/11/2026 12:05 PM	N/A	 
Jeffery Chesser 2550554	10/5/2025	SA Test Rubric	David Abercrombie 789	Needs Revision	6/5/2026 06:04 PM	N/A	 

Review/Revise Observations and Grant Approvals

This functionality is limited to users with EPP Administrator roles only. The Observation List displays all observations created regardless of the status. Administrators can identify records requiring review and approval by filtering for the "In Review" status.

Observation List							
Search Candidate					Filter by Status	All Statuses ▼	
Candidate Name	Observation Date	Rubric Name	Field Supervisor	EPP Name	Status	Status Date ▼	Action
Jose Adame	11/13/2025	SA Test	Shelly Allen	Lamar University	In Review	3/2/2026 08:57 PM	  

EPP Administrators can review the results entered on the rubric observation form, looking at individual rubric dimensions, such as "1.1: Standards and Alignment" to verify the ratings and evidence-based comments provided by the Field Supervisor.

During review, the EPP Administrator should **confirm whether the required Post-Conference information has been completed** for Formal observations. If the Field Supervisor indicated that the Post-Conference was not completed or did not enter the Post-Conference Date, and the EPP Administrator knows the correct date, they may enter it during the review process.

Preview Observation Result

Field Supervisor: Susana Andrews
Candidate: Alejandra Alonso
Candidate TEA ID: 2410518
Clinical Experience Start Date: 08/18/2025
Clinical Experience End Date: 05/05/2026
Observation Rubric Selected: SA Test Rubric
Observation Type: Formal Observation
Observation Setting: In-Person

Pre-Conference Date: 09/13/2025
Observation Date: 09/14/2025
Observation Start Time: 13:30
Observation End Time: 14:35
Observation Duration: 65 Minutes
Post-Conference Date: **Missing Required**

Please Note:

- If the Observation requires updates, check the rubric dimension boxes to indicate those that need revision by the Field Supervisor.
- If the Observation requires no changes, leave boxes unchecked.
- To make edits to the Observation yourself, toggle the Edit button.

Post-Conference Confirmation

- ☒ The post conference date is known.

Post-Conference Date *

mm/dd/yyyy

If the post-conference date is not yet known you may save as draft and return later.

- ☐ The post conference date is not known. Observation must be returned for the Field Supervisor to enter.

However, if they do not know the Post-Conference Date, the observation should be returned for revision so the Field Supervisor can provide the missing information.

EPP Administrators also have the ability to make small edits like spelling or grammar corrections to the submitted observation by selecting the “Edit” toggle. When the **Edit toggle** is blue, the Observation form can be edited. All comments as well as the Rating Scale can be edited. All edits must be saved by clicking the **Save** button for the changes to be captured or by toggling the Edit button to turn off editing. Once the changes have been saved, the Administrator can proceed to the next step.

Preview Observation Result

Please Note:

- If the Observation requires updates, check the rubric dimension boxes to indicate those that need revision by the Field Supervisor.
- If the Observation requires no changes, leave boxes unchecked.
- To make edits to the Observation yourself, toggle the Edit button.

☒ Edit

Dimension ID	Dimension	Rating Scale *	Comments *	Area of Refinement or Reinforcement (Optional)
PLANNING				
1.1	Standards and Alignment Planning The teacher	2 - Developing	Good	☐ Refinement ☐ Reinforcement Select Refinement or Reinforcement first

Cancel

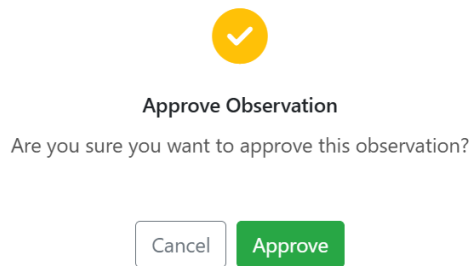
Save

Continue to Add Revision Feedback

✓ Approve

After reviewing/editing the record, the Administrator has the option to **Approve** the observation for state

reporting or **Continue to Feedback** if further changes are needed from the Field Supervisor. If no specific areas require refinement before final approval, the Administrator can select **Approve**. A pop-up window appears requesting confirmation to approve the observation.



When the observation is approved by the reviewer, the status on the Observation List changes to **"Approved"**. The approved observation waits in the queue for the next 15 minutes interval pickup to send the records to ECOS and the I2I ODS. Once the observation is successfully transmitted to ECOS and the I2I ODS, the status on the Observation List changes to **"Completed"**.

The Observation Tool **does not have notification capabilities** to send an alert when the observation is transmitted to ECOS and the I2I ODS. It is recommended that the EPP Administrator check back in the Tool within 15 minutes of approving the observation to see if the record was transmitted successfully or if it encountered any errors during transmission.

If the Administrator's review identifies that additional updates are needed from the Field Supervisor, the Administrator must first select the specific dimension(s) on the form that requires update by checking the box next to the dimension for the respective domain and then select **Continue to Add Revision Feedback**.

This allows the Administrator to add **Reviewer Feedback** for the specific dimension selected in the **Comments** box. Administrator also has the ability to provide additional feedback that may not be related to a specific dimension in the **Overall Revision Feedback** section. Note that a comment is required for any dimensions selected for feedback and the overall revision feedback is also required. Failure to add these comments will result in the inability to continue with **"Return for Revisions"**.

Once all the feedback is entered, the Administrator then selects **Return for Revisions**. This returns the observation to a state where the Field Supervisor can edit to make the suggested fixes. The observation

will have the status of **Needs Revision** in the Observation List.

Preview Observation Result

(Optional)

PLANNING

1.1

☒

Standards and Alignment

Planning

The teacher designs clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners.

2 - Developing

She designs clear lessons.

☒ Refinement ☐ Reinforcement

Could do a better job of scaffolding.

37 / 1024

Data and Assessment

sdf

☐ Refinement ☐ Reinforcement

Cancel

Save

Continue to Feedback

Approve

Preview Observation Result

Feedback for Revisions

Please enter specific feedback below so the field supervisor can make corrections.

Feedback provided on this field will only be available to field supervisors. It will not be sent to ECOS or I2I Dashboards.

Dimension ID	Dimension	Feedback * (Comments)
PLANNING		
1.1	Standards and Alignment Planning The teacher designs clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners.	Enter specific feedback for this dimension (required)

OVERALL REVISION FEEDBACK *

Overall Revision Feedback *

Feedback (Comments)

Enter overall feedback (required)

Previous

Cancel

Save

Return for Revisions



Return for Revisions

Are you sure you want to return this observation for revisions?

Cancel

Return for Revisions

Features Summary

Below are the summarized key features, including role-based access and permissions.

Table 12. Review, Revise, and Approve Observation Features Summary

Feature	Description	Validation & Technical Logic
Review Submitted Observation	Reviewer (EPP Admin) evaluates observation results for accuracy and completeness.	Able to open the observation to review the data that has been entered on the rubric form. Review comments to ensure enough evidence based data is included. Confirm the data points that will be sent to ECOS for state reporting are accurate and complete.
Edit Toggle	Turn on Edit Toggle to make minor corrections.	The reviewer is able to make minor grammatical corrections if needed without sending the observation back to the completer (Field Supervisor) for revision. Once edits are made, Reviewer can either Approve or Return if additional Revisions are needed.
Feedback	Leave feedback for the Field Supervisor.	The reviewer is able to indicate what areas of the observation need revision and provide detailed feedback regarding what additional context is required before approval.
Return for Revision	Return the observation to the completer (Field Supervisor).	Reviewer returns observation to the completer (Field Supervisor) to make requested modifications. Observation will appear in the Observation List with status "Needs Revision" indicating there is action required by the completer prior to Approval.
Approve and Submit	No revisions are needed; Observation is ready for Approval.	The reviewer is able to Approve the observation; Specific fields are submitted to ECOS for state reporting and all data is transmitted to the I2I ODS for use on the Observation Dashboards. Once the observation is approved and successfully transmitted to ECOS and I2I ODS, the observation will appear on the Observation List with status "Completed".

How to Update Observations after Revisions are Requested

Once an observation is returned for revision, its status updates to **"Needs Revision"** in the Observation List. This status indicates to the Field Supervisor that updates are required. Note, there are **no system notifications**, the Field Supervisor (or EPP administrator) must return to the **Observation List** and check for observations requiring revisions. The Field Supervisor selects the open folder icon next to the Candidate with Observation that needs revision to make the necessary updates to the observation rubric form.

Observation List							
Candidate		Field Supervisor		Bulk Id			
Candidate Search		Field Supervisor Search		Search Bulk Id			
Status		Rubric Name		Observation Date From		Observation Date To	
All Statuses		All Rubric Names		mm/dd/yyyy		mm/dd/yyyy	
						Reset Filters	
Candidate	Observation Date	Rubric Name	Field Supervisor	Status	Status Date	Bulk Id	Action
Alejandra Alonso 2410518	9/14/2025	SA Test Rubric	Susana Andrews 22841	Needs Revision	6/14/2026 02:00 PM	N/A	 

Once the observation is opened for edits, any **Overall Revision Feedback** provided by the Reviewer will be highlighted in a banner at the top of the form. Field Supervisors can also view specific dimension feedback directly within the affected dimension by selecting the **chat icon** next to the dimension code for the affected dimension. The same can be done to reveal any feedback provided in the **Overall Revision Feedback** by selecting the **chat icon** next to the **Overall Observation Comments**. Any edits by the Field Supervisor to accommodate the Reviewer Feedback can then be captured directly in the rubric dimension and/or the Overall Observation Comment affected.

Add New Observation	
Note: Dimension-level comments will not be reported to ECOS. They will remain within the I2I data system (I2I ODS). Comments for Areas of Refinement or Reinforcement are optional. These will also not be reported to ECOS, but if entered, they will display on your I2I Observation Dashboards. Only the Overall Observation Comment entered below will be reported to the ECOS. * Identifies required fields	
 Reviewer Feedback - Revisions Needed Overall Comment: Please see my note for Domain 1.1 Specific dimensions require attention. See highlighted rows below for detailed feedback.	

Dimension Code	Dimension	Rating Scale *	Comments *	Area of Refinement or Reinforcement (Optional)
1.1	well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners.	2 - Developing	swf	☐ Refinement ☐ Reinforcement qefs
<i>Reviewer Feedback</i> The teacher should scaffold lesson plans a bit better and consider formal mentorship programs. <i>Reviewer Feedback</i> Please see my note for Domain 1.1				
Overall Observation Comment (Reported to ECOS) Good.				

After addressing the reviewer’s feedback, the Field Supervisor will need to verify the **Observation Date**, **Observation Duration**, **Pre-Conference Date** and **Post-Conference Date** again before resubmitting for review, to send the observation back to the Administrator. Note that the Reviewer feedback will still display on the rubric form after the observation has been updated and sent back for review. This allows the reviewer to quickly know what the requested change was and easily identify if the correct updates were made.

Post-Conference Confirmation

☒ Yes, the post-conference was completed.

Post-Conference Date *
 12/02/2025

If the post-conference date is not yet known you may save as draft and return later.

☐ No, the post-conference was not completed.

Last Updated: 03/02/2026, 10:31 PM

Previous

Save & Exit

Save Draft

Submit for Review

Features Summary

Below are the summarized key features, including role-based access and permissions.

Table 13. Return for Revision Features Summary

Feature	Description	Validation & Technical Logic
Needs Revision Status	Observation modifications are required prior to approval.	Observation appears in the Observation List with the status " Needs Revision ". This alerts the completer (Field Supervisor) that additional context or corrections must be made before the observation can be approved .
Reviewer Feedback Display	Displays feedback provided by the Reviewer.	Field Supervisor are able to see the specific areas that require attention and see the detailed feedback left by the Reviewer to understand what changes must be made. Overall Feedback Comment is displayed in a banner at the top of the form. Dimension-specific feedback and Overall Observation Comments can be viewed by selecting the chat icon next to the sections.
Revision Resubmission	Field Supervisor sends the revised observation back to the Reviewer.	After updates are completed, the Field Supervisor resubmits the observation for review.

Observation Bulk Approval

The Observation List displays all created observations regardless of the status. Administrators can identify records for review by filtering the status to "**In Review**" on the Observation List, this will enable the Administrator to open each observation that is in review to review and approve. Alternatively, the Observation Tool offers a quicker way to review and approve multiple observation records at the same time.

The **Bulk Approval** functionality allows the EPP Administrator to select multiple observations to review and approve in bulk, this functionality is limited to users with the EPP Administrator role only. It can be accessed by selecting the **Bulk Approval** link at the bottom of the Observation List page.

Observation List							
Candidate		Field Supervisor		Bulk Id			
Candidate Search		Field Supervisor Search		Search Bulk Id			
Status		Rubric Name		Observation Date From		Observation Date To	
In Review		All Rubric Names		mm/dd/yyyy		mm/dd/yyyy	
						Reset Filters	
Candidate	Observation Date	Rubric Name	Field Supervisor	Status	Status Date	Bulk Id	Action
Alejandra Alonso 2410518	9/14/2025	SA Test Rubric	Susana Andrews 22841	In Review	6/14/2026 10:23 PM	N/A	  
Eliza Duck 2534257	11/11/2025	SA Test Rubric	David Abercrombie 789	In Review	6/5/2026 12:26 PM	N/A	  
Kiara Brown 2532261	10/6/2025	SA Test Rubric	David Abercrombie 789	In Review	6/5/2026 12:21 PM	N/A	  
Kenna Brummett 2551710	10/5/2025	SA Test Rubric	David Abercrombie 789	In Review	6/5/2026 12:16 PM	N/A	  
Fernanda Ayala 2549406	9/16/2025	SA Test Rubric	Susana Andrews 22841	In Review	5/29/2026 12:33 AM	N/A	  
+ Add New Observation		Bulk Approval		Last Updated: 06/15/2026, 12:00 AM Showing 9 of 9 observations			

The Bulk Approval page displays a table with a single row for each observation that is ready to be reviewed. The fields identified in this table are all the fields required for the ECOS observation submission. Note that the Overall Comments for each observation is highlighted. This allows the Reviewer to **hover over** the comment to read the full comment if the full comment is too long to display in the column.

Only observations that meet the following criteria will appear on the list for bulk approval:

- Observations must have the status of “In Review”
- Observations must have the Observation Type of “Formal”
- Observations must have a Post-Conference Date already entered
- Observation Date must be in an unlocked year

The EPP Administrator has the ability to search for a particular candidate or Field Supervisor. They also have the ability to filter for specific observations based on the Observation Setting and Observation Date. The EPP Administrator has the ability to select **ALL** observations on the list or individually select the specific observations they want to approve using the bulk approval feature.

The Reviewer is required to check all the observations being bulk approved for accuracy and completeness. Note that there may be multiple pages of observations, using the **Previous** and **Next** buttons in the bottom right corner of the table will allow the Reviewer to navigate to the different pages

for an efficient review.

Bulk Approval

Welcome to the Observations Bulk Approval page. This feature is designed to streamline observation approvals. For each observation, please verify that all ECOS required data is accurate and complete. Once verification review is done, you can select all or individually select the observations to be approved and submitted.

Only Formal Observations can be bulk approved. Observation must have valid Post Conference date and must be 'In Review' status to be bulk approved.

Candidate Name

Candidate Name

Observation Type

All

From

mm/dd/yyyy

Supervisor Name

Supervisor Name

Observation Setting

All

To

mm/dd/yyyy

☐ All	Obs Date	Obs type	Candidate	Supervisor	Setting	Pre-Conf	Post Conf	Overall Comments	Obs Duration
☒	10/28/2025	Formal Observation	Valerie Ahmed 2592451	Susana Andrews 22841	P	10/28/2025	11/28/2025	Good	60 mins
☐	9/16/2025	Formal Observation	Fernanda Ayala 2549406	Susana Andrews 22841	P	9/16/2025	9/19/2025	Good	69 mins

Showing 1-2 of 2 observation(s) · Page 1 of 1

Cancel

Bulk Approve and Submit

Note that at least one observation must be selected to enable the **Bulk Approve and Submit** button on the screen. Once the Reviewer clicks on the Bulk Approve and Submit button, a confirmation pop up will display the number of observation records that are being submitted. The Reviewer is required to **Confirm and Submit** for final approval.

Bulk Observations

Welcome to the Bulk Observations page. This feature is designed to streamline observation approvals. Please select observations to be approved, confirm that the displayed ECOS-required data is complete and accurate, and then click Approve and Submit below.

Candidate Name

Candidate Name

Observation Type

All

From

mm/dd/yyyy

Supervisor Name

Supervisor Name

Observation Setting

All

To

mm/dd/yyyy

☐ All	Obs Date	Obs type	Candidate	Supervisor	Setting	Pre-Conf	Post Conf	Overall Comments	Obs Duration
☐	2/23/2024	Formal Observation	Dejesus Adefuwe 1357034	Adriana Esquivel 230969		2/20/2024	2/29/2024	Post - Conference Date referenc...	45 mins
☐	6/15/2023	Formal Observation	Adrianna Demopoulos 2440259	Adriana Esquivel 230969	P	6/10/2023	6/20/2023	Testing carry over from ERP to...	56 mins
☒	6/15/2023	Formal Observation	Connor Donovan 2440259			2023	6/20/2023	Testing comments Testing comm...	55 mins
☐	4/15/2023	Formal Observation	Adrianna Demopoulos 2440259			2023	4/20/2023	Testing carry over from ERP to...	53 mins
☒	4/15/2023	Formal Observation	Connor Donovan 2440259			2023	4/20/2023	Testing comments Testing comm...	45 mins
☐	3/15/2023	Formal Observation	Adrianna Demopoulos 2440259			2023	3/20/2023	Testing carry over from ERP to...	52 mins
☒	2/11/2023	Formal Observation	Connor Donovan 2440259			2023	2/12/2023	Comments	50 mins
☒	2/10/2023	Formal Observation	Connor Donovan 2440259	Adriana Esquivel 230969	P	2/5/2023	2/15/2023	Testing comments Testing comm...	50 mins
☐	11/15/2022	Formal Observation	Alexandra Walls 2451091	Cora Maris 2321281	P	11/10/2022	11/20/2022	Testing Bulk Approval - Formal...	45 mins
☐	11/15/2022	Formal Observation	Brianna Wise 2452751	Isabel Gonzalez 1208649	P	11/10/2022	1/15/2023	(2) Observation Tool External...	50 mins
☐	10/15/2022	Formal Observation	Mia Rivers 2451945	Adriana Esquivel 230969	P	10/10/2022	10/20/2022	Testing Bulk Approval - Formal...	45 mins
☐	9/15/2022	Formal Observation	Alexis Omeles Aguilar 2451739	Isabel Gonzalez 1208649	P	9/10/2022	9/20/2022	Testing Bulk Approval - Formal...	50 mins

Showing 1-12 of 12 observation(s) · Page 1 of 1

Cancel

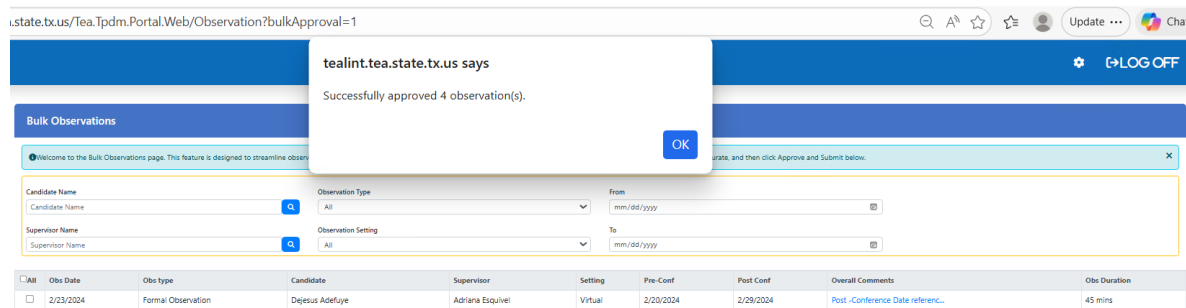
Bulk Approve and Submit

Confirm that 4 Observation records will be sent to ECOS. All selected observation details have been reviewed for accuracy.

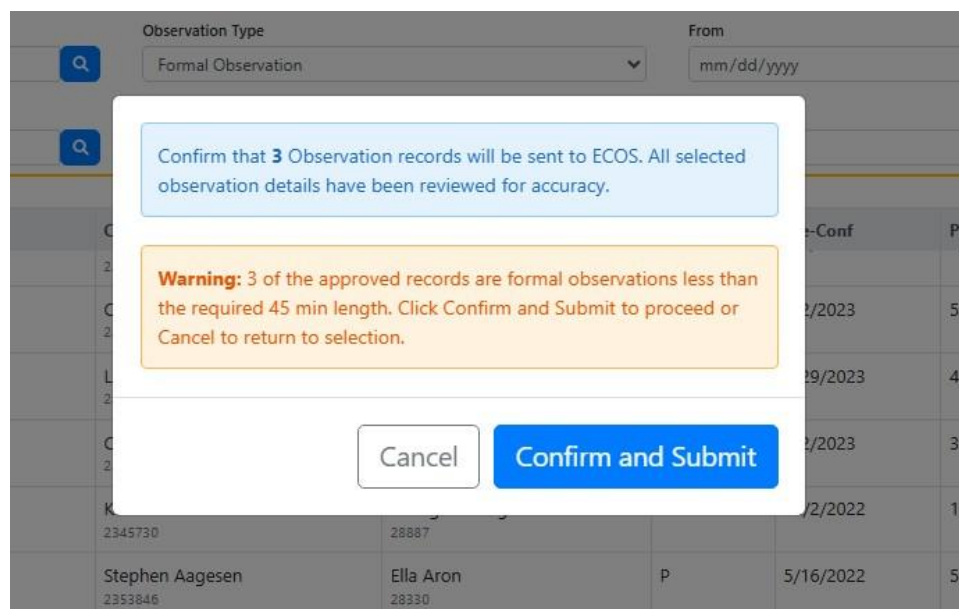
Cancel

Confirm and Submit

Upon confirmation, a pop-up message will appear indicating the number of observation records that were successfully approved and submitted for data transmission.



If there are any warnings regarding the Observation Duration, these will be displayed in the pop up window as well.



The Reviewer has the functionality to cancel the bulk approval, if they are uncomfortable approving Formal Observations that do not meet the duration requirements.

All observations approved and submitted will now appear in the Observation List with the status **"Approved"**. The Observation Tool transmits the approved observations within 15 minute intervals to ECOS and the I2I ODS. Once observations have been successfully loaded to ECOS and the I2I ODS the observation will appear in the Observation List with the status **"Completed"**.

If there are any transmission errors, the observation will appear in the Observation List with the status **"Error"** and the records will appear on the **Observation Submission Errors** page with detailed information about why the record failed to load to ECOS and or the I2I ODS.

Feature Summary

Below are the summarized key features, including role-based access and permissions.

Table 14. Observation Bulk Approval Features Summary

Feature	Description	Validation & Technical Logic
Bulk Approval	Access Observation Bulk Approval feature	Available to EPP Administrators only ; Observations that meet the criteria will appear in the Bulk Approval list for selection; Criteria includes status of “ In Review ”, Observation Type is “ Formal ”, Post-Conference Date has been entered and Observation Date is in an unlocked year.
Select Observation Records	Select all or specific observation records	Observations can be searched or filtered by: • Candidate Name • Field Supervisor Name • Observation Type • Observation Setting • Date Range of Observation The data that appears in the Review table is the data that will be sent to ECOS for state reporting. EPP Administrator must review the data to ensure accuracy and completeness.
Bulk Approve & Submit	Confirm records for approval and submission	A pop up window indicating the number of observation records selected will appear. EPP Administrator must confirm they want to continue with this action. Once confirmation has been provided, another pop up window will appear indicating the number of observation records approved and submitted.

Observation Submission Errors Page

Both the ECOS API and the I2I ODS API have specific rules they follow to ensure data integrity is maintained in the respective system. The ECOS API has several validation rules around observations to ensure that any observations entering the system are accurate. The I2I ODS has specific relationships that must be maintained across entities to ensure data integrity and validity.

The Observation Tool packages the observations entered by the user and submits the required elements to ECOS and the I2I ODS. All observation records transmitted from the Observation Tool must pass all the

ECOS validation rules. If for whatever reason the observation record submitted to either of these entities is rejected, the error message encountered during the transmission of the observation is sent back to the Observation Tool and is displayed on the **Observation Submission Errors** page.

This page contains the **Observation Submission Errors** table. This table can be searched by Candidate name or Candidate TEA ID as well as Field Supervisor name or Field Supervisor TEA ID. The Table can be filtered by the error type, as well as the Bulk Id, if the record was a part of a bulk uploaded.

The **Candidate** column in the table identifies the Candidate name and TEA ID associated with the observation submission that failed. If this column is empty or says “**Unknown Candidate**”, this means that the candidate information that was used to create the observation record no longer exists in the Observation Tool, due to changes made to ECOS.

The **Field Supervisor** column in the table identifies the Field Supervisor name and TEA ID associated with the observation submission that failed. If this column is empty or says “**Unknown**”, this means that the Field Supervisor information that was used to create the observation record no longer exists in the Observation Tool, due to changes made to ECOS.

The table also contains columns for the **Observation Date**, the candidate’s **Clinical Experience Dates**, as well as the **Error Description** and the **Error Date & Time** the submission error occurred. The Clinical Experience Date column identifies both the begin and end date for the Clinical Experience. If this column is empty, this means that the Clinical Experience information that was used to create the observation record no longer exists in the Observation Tool, due to changes made to ECOS.

Observation Submission Errors							
▲Errors below are associated with this Observation, preventing successful data submission. Data shown in this table reflects what is stored within the Observation Tool. If it is incorrect, please correct Data in ECOS before attempting to resubmit. Contact your EPP Specialist for questions. Please refer to the User Guide for more details. Error Types: - ECOS - Errors returned by ECOS - I2I ODS - Errors returned by I2I Data Dashboard system							
Search Candidate		Search Field Supervisor		Search Bulk Id		Filter by Error Type	
Name or ID		Name or ID		Bulk Id		All	
Error Type	Candidate	Field Supervisor	Observation Date	Clinical Experience Dates	Bulk Id	Error Description	Error Date & Time
ECOS	Ruqayya Asghar 2592502	Susana Andrews 22841	10/28/2025	8/25/2025 - 12/5/2025	N/A	[[{"row_num":"f4fa79cd-308c-42a0-b2e6-153b355813c5","error_msg":"Duplicate record exists for the Observation date Oct 28 2025 ","warning_msg":null,"return_val":null}]]	06/05/2026, 12:29 PM
ECOS	Jerinne Palmer 1084567	Susana Andrews 22841	09/12/2025	1/6/2025 - 12/15/2025	N/A	[[{"row_num":"e9270520-bf1f-4c3e-b4d5-a48398574cd6","error_msg":"Duplicate record exists for the Observation date Sep 12 2025 ","warning_msg":null,"return_val":null}]]	05/28/2026, 11:38 AM

Last Updated: 06/15/2026, 12:05 AM | Showing 2 of 2 errors

The **Observation Submission Errors** table identifies errors from the ECOS submission failures and errors from the I2I ODS submission failures. These are displayed in the table column labelled **Error Type**. See the table below for a detailed description of these error types.

Table 15. Observation Submission Error Types

Error Type	Definition
ECOS	An error occurred when transmitting the record to the ECOS system. Please review the error description and return to the observation or ECOS system to resolve the issue. Retry the record submission on the Observation List when ready to re-send.
I2I ODS	An error occurred when transmitting the record to the I2I ODS, which is the database that connects to the Observation Dashboards. Please review the error description and retry the record submission on the Observation List when ready to re-send.

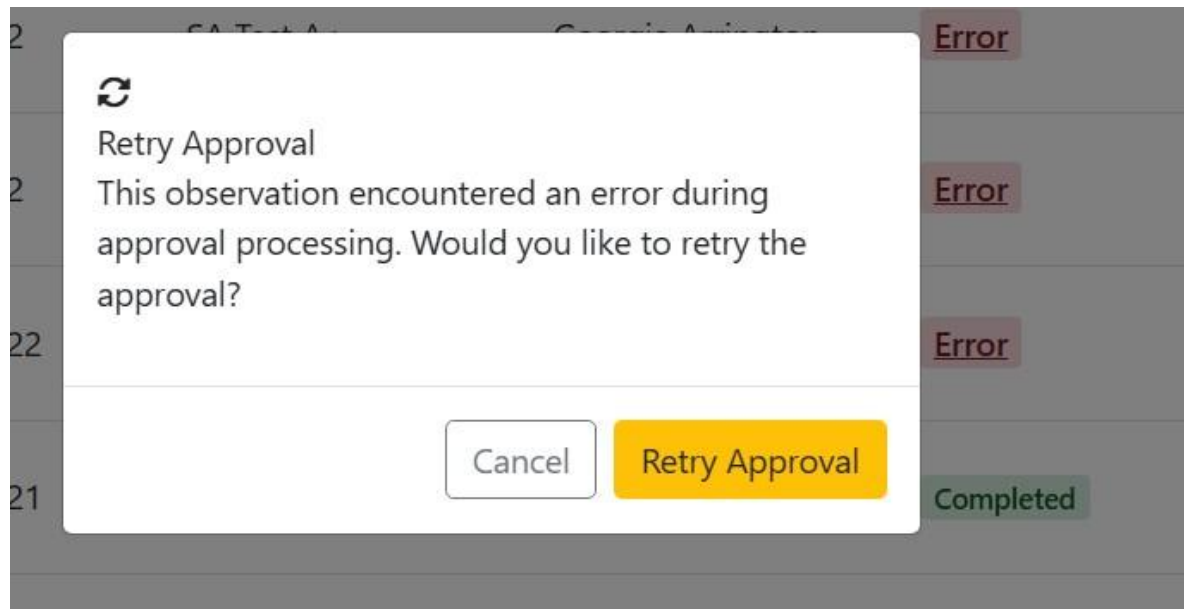
Observation records are first transmitted to the ECOS system and then to the I2I ODS system. All observation records that failed the submission to ECOS, will in turn fail to be submitted to the I2I ODS. However, an observation record may successfully transmit to ECOS, then fails to transmit to the I2I ODS. In either instance, a row will be created in the **Observation Submission Errors** table for the observation. In addition, the status on the **Observation List** will be changed to **Error**.

Courtney Weeks	5/16/2022	SA Test A+	Georgia Arrington	Error	3/16/2026 04:29 PM	
Courtney Weeks	8/16/2022	SA Test A+	Georgia Arrington	Error	3/16/2026 04:29 PM	
Courtney Weeks	12/16/2022	SA Test A+	Georgia Arrington	Error	3/16/2026 04:29 PM	
Bryan Rivera	12/16/2021	SA Test A+	Georgia Arrington	Completed	3/16/2026 03:19 PM	
Bryan Rivera	3/16/2022	SA Test A+	Georgia Arrington	Completed	3/16/2026 03:18 PM	

Observation records with a status of **Error** in the Observation List will also have a **Retry Approval** icon available in the action column. This feature allows the user to resubmit the observation to the ECOS and or the I2I ODS. **Retry Approval** will only resubmit the observation record to the entity that it failed on. If observation failed on ECOS, then Retry Approval will resubmit to ECOS and then the ODS. If observation failed on I2I ODS, then Retry Approval will submit to the I2I ODS only, since it already succeeded on ECOS. Selecting the **Retry Approval** may successfully transmit the observation record to ECOS and or the I2I ODS depending on the type of error initially encountered.

If the error message encountered is something that can be fixed by updating the underlying data in **ECOS**, for example; the Clinical Experience record changed, once the updates have been brought into the Observation Tool on the **next nightly refresh**, then the user can resubmit by selecting the **Retry Approval**. Users will need to confirm the Retry Approval.

If the observation record resubmitted is **successfully** loaded to **ECOS** and the **I2I ODS**, the row in the **Observation Submission Errors** table will be removed and the status of the observation on the Observation List will be updated to **Completed**.



If the error message encountered is something that cannot be fixed in the underlying data in ECOS, for example duplicate observation date, clinical experience record removed from ECOS, or Candidate/Field Supervisor removed from ECOS, then the user should not attempt to resubmit the record. If they do **Retry Approval**, the record will be submitted without being fixed and the same error will be encountered. Records in this state will continue to have an **Error** status in the **Observation List** and will continue to persist in the **Observation Submission Errors** table.

If the error is not resolved by updating the underlying data in ECOS, the observation should not be resubmitted. The record will remain in Error status on the Observation List and will continue to appear on the Observation Submission Errors page. These records that cannot be resolved by the EPP will remain in Error status until they are reviewed or cleaned up by TEA at the end of the academic year.

Feature Summary

Below are the summarized key features, including role-based access and permissions.

Table 16. Observation Submission Error Features Summary

Feature	Description	Validation & Technical Logic
Approve with Submission Error	Observation passed validation rules but failed to transmit to ECOS/I2I ODS.	It is possible that observation records passed all the internal validation rules but failed to successfully complete the data transmission to ECOS and the I2I ODS. This may happen because the server was unavailable, something happened with the API connection or data was changed in ECOS and the data has not been synched to the I2I Application yet. The Observation Submission Error page will provide details about why the data failed to transmit. The observation will appear in the Observation List page with the status "Error". Action will need to be taken by the EPP Administrator to resolve this record and bring it to Completion.
Retry Approval	Resubmit observations that encountered error when submitted to ECOS or the I2I ODS.	EPP Administrators can select Retry Approval to resubmit failed observations to ECOS, if it failed on the ECOS API or to the I2I ODS if it failed on the I2I ODS API. This functionality should only be used once verification is made that the underlying issue that caused the observation to fail has been fixed.

APPENDICES

Appendix A: Sample User Journey

Sample User Journey: Field Supervisor Observation Session

Persona: Sarah, a Field Supervisor for an Educator Preparation Program (EPP).

Objective: To conduct and record a formal 45-minute observation for a candidate and submit the results for EPP and State review.

PHASE 1: PRE-OBSERVATION SETUP

Sarah logs into the I2I Observation Tool and selects "Add New Observation."

1. **Identity Verification:** Sarah enters her **TEA ID**. The tool performs a real-time lookup against the data extracted from ECOS and displays her name. She confirms she is the "Assigned Field Supervisor."
2. **Candidate Selection:** Sarah searches for her candidate, "John Doe." Because it is April, John's record is **Active**.
 - *Note:* If this were after the September 15th rollover, John would not appear in her list as his experience would be "Inactive."
3. **Clinical Experience Selection:** Sarah selects the applicable Clinical Experience for the identified candidate.
4. **Context Definition:** Sarah selects the "T-TESS v2.0" rubric. She designates the observation as "**Formal**" and the setting as "**In-Person**."

PHASE 2: THE OBSERVATION EVENT

Sarah meets with John for a **Pre-Conference**. In the tool, she checks the "Pre-Conference Held" box.

1. **The Observation:** Sarah enters the date of the Observation and adjusts the start time from the system auto timestamps at 8:50 AM to 9:00 AM.
2. **Evidence Collection:** During the observation, Sarah navigates through the Rubric Domains. She selects a rating level descriptor for each dimension and enters evidence in the **Dimension Comments** box. Sarah selects one dimension as an Area of Refinement and adds a comment to explain this decision. Sarah also selects a different dimension as an Area of Reinforcement and adds an applicable comment.
 - *Technical Rule:* Sarah knows these specific dimension comments and Area of Refinement/Reinforcement data will stay in the I2I ODS for program growth and will *not* be sent to ECOS.
3. **Confirm Duration:** After entering all the rating scales and comments, Sarah clicks "Save and Continue." The system auto-populates the observation end time for 9:50 AM and calculates a

duration of **50 minutes**, satisfying the 45-minute TEA audit requirement. The end time can be edited if necessary.

4. **Enter Pre-Conference Date:** On this same screen, Sarah enters the actual date the Pre-Conference took place. The Pre-Conference Date cannot be after the Date of the Observation and must be within the date range of the Clinical Experience.

PHASE 3: POST-OBSERVATION & SUBMISSION

Two days later, Sarah holds a **Post-Conference** with John to discuss the results.

1. **Final Documentation:** Sarah opens the saved record and enters the Post-Conference date. She writes a concise **Overall Observation Comment** (between 10–250 characters).
 - *Technical Rule:* This is the specific comment that will be transmitted to ECOS.
2. **Approval Queue:** Sarah clicks "**Send for Review.**" The record moves to her EPP Administrator's queue and is displayed as "**In Review**" in the Observation List.
3. **State Reporting:** Once the Admin clicks "Approve," the tool sends the data:
 - **To ECOS:** Compliance data (Date, Duration, Overall Rating) is sent to meet state reporting requirements.
 - **To I2I ODS:** The full detailed scores and dimension comments are loaded into Sarah's I2I Dashboard for her next coaching session with John.

Appendix B: Troubleshooting Issues

Below is a table of suggested troubleshooting tips.

If you encounter issues, we recommend first logging out of both the application and your TEAL account. After clearing your browser history, log back in to refresh your session. This simple step often resolves connectivity issues caused by a timed-out TEAL account token.

Table 17. Troubleshooting — Rubrics

Issue	Troubleshooting Guidance
Rubric Not Found	Field Supervisors cannot upload rubrics. Notify an EPP Administrator to check if the rubric has been uploaded and is marked as 'Active' in the I2I Observation Tool.
Cannot Upload Rubric File	Verify the file is in Excel (.xlsx) format , matches the template structure , and has a maximum size of 10MB .
Validation Errors on Upload	Download the CSV error report to identify and correct specific violations (e.g., character limits, null values).

Table 18. Troubleshooting — Entering Observations

Issue	Troubleshooting Guidance
Candidate Missing from List	Verify the candidate has an active Clinical Experience record for the current school year and is an "Other Enrolled" or "Finisher" in a non-'Professional Service' program in the I2I ODS. Wait for the weekly I2I ODS load if ECOS was recently updated.
Date/Time Entry Errors	Ensure the Observation Date is on or after the Clinical Experience Begin Date and on or before the Clinical Experience End Date. The observation must be conducted and reported within the current reporting year. Future dates are not allowed at the submission step.

Table 19. Troubleshooting — Uploading Observations

Issue	Troubleshooting Guidance
Bulk Upload Option Missing	Bulk Upload is restricted to users with the EPP Administrator role only.
Bulk Upload File Rejected	The file format must be .csv , have a maximum of 100 data rows , and the column headers must

Issue	Troubleshooting Guidance
	exactly match the unique template for the specific rubric.
Bulk Upload Duration Warning	The observation duration is less than 45 minutes; it can be submitted, but it will not count toward an audit .

Table 20. Troubleshooting — Approving Observations

Issue	Troubleshooting Guidance
Cannot Approve Record	For a "Formal" observation, ensure a Post-Conference Date has been entered. The date must be on or after the Observation Date.
Observation Returned for Revision	Check the Observation List for the "Needs Revision" status, open the record, and review the reviewer's feedback banner and chat icons next to the dimension codes for required changes.
Can't Bulk Approve	Observations must meet all criteria : Status of "In Review," Observation Type of "Formal," and Post-Conference Date already entered.

Table 21. Troubleshooting — Submitting Observations

Issue	Troubleshooting Guidance
Observation Stuck in 'Error'	Check the Observation Submission Errors page for the specific Error Type (ECOS or I2I ODS) and description. Use Retry Approval if the underlying data issue in ECOS is fixed or if the failure was due to server unavailability. If error persists, contact the TEA I2I support from the application home page.
Cannot Fix Submission Error	If the error (e.g., duplicate date, deleted ECOS record) is unsubmitable, the Field Supervisor can delete the observation from the Observation List as long as the status is Observation Setup, In Progress or Needs Revision. If the user attempts to delete an observation in Observation Setup, In Progress or Needs Review status, the user should attempt the delete function again as it is likely due to a temporary glitch such as a network issue or an expired TEAL token.

Table 22. Troubleshooting — Observation Dashboards

Issue	Troubleshooting Guidance
Data Not on Dashboard	Confirm records are all in 'completed' status. The I2I Observation Dashboards are updated on a nightly basis. Wait until the day after the record was successfully loaded to the I2I ODS. - Note some dashboards require multiple observations in order to populate.
Dashboard Visual is Blank	The Reinforcement and Refinement page only shows data from formal observations that included an identified area of reinforcement or refinement.
Missing Candidate Data	For the progression dashboards, a candidate must have at least two observations recorded using the <i>same rubric</i> to be included in the progression/improvement calculations.

Appendix C: Observation Rubric Validation Rules

The table below identifies all the rules which are validated when an observation Rubric file is uploaded to the Observation Tool.

Table 23. Observation Rubric Validation Rules

Rule Number	Workflow	Field	Validation Rule
1	Add New Rubric	Rubric Name	Rubric Name must be unique.
2	Add New Rubric	Rubric Name	Rubric Name cannot be greater than 50 characters.
3	Add New Rubric	Rubric Description	Rubric Description must be provided.
4	Add New Rubric	Rubric Description	Rubric Description cannot be greater than 250 characters.
5	Add New Rubric	Upload File	The file for upload must be Excel (.xlsx) format.
6	Add New Rubric	Upload File	The file for upload must be aligned with the provided template.
7	Add New Rubric	Upload File	File for upload must not exceed 10MB.
8	Upload File; Dimensions	Domain ID	Domain ID must not be NULL.

Rule Number	Workflow	Field	Validation Rule
9	Upload File; Dimensions	Domain Area	Domain Area must not be NULL.
10	Upload File; Dimensions	Domain Area	Domain Area must not exceed 50 characters.
11	Upload File; Dimensions	Dimension ID	Dimension ID must not be NULL.
12	Upload File; Dimensions	Dimension	Dimension must not be NULL.
13	Upload File; Dimensions	Dimension	Dimension must not exceed 255 characters.
14	Upload File; Dimensions	Dimension Description	Dimension Description must not be NULL.
15	Upload File; Dimensions	Domain Area	Each Domain Area must have one or more associated Dimensions.
16	Upload File; Dimensions	Dimension	Each Dimension must be associated with a Domain Area.
17	Upload File; Ratings	Domain ID	Domain ID must exist in the Dimensions tab.
18	Upload File; Ratings	Domain ID	Domain ID must not be NULL.
19	Upload File; Ratings	Domain	Domain must not be NULL.
20	Upload File; Ratings	Domain	Domain must exist in the Dimensions tab.
21	Upload File; Ratings	Rating Level Descriptor	Rating Level Descriptor must not be NULL.
22	Upload File; Ratings	Min Rating	Min Rating must not be NULL.
23	Upload File; Ratings	Min Rating	Min Rating must be an integer value.
24	Upload File; Ratings	Max Rating	Max Rating must not be NULL.
25	Upload File; Ratings	Max Rating	Max Rating must be an integer value.
26	Upload File; Ratings	Rating Level Descriptor	Rating Level Descriptor must not be NULL.
27	Upload File; Ratings	Domain	Each Domain must have one or more Rating Level Descriptors with Min and Max rating.
28	Upload File; Ratings	Rating Level Descriptor	Min Rating and Max Rating should not overlap across multiple Rating Level Descriptors.

Rule Number	Workflow	Field	Validation Rule
29	Upload File; Ratings	Rating Level Descriptor	Min Rating should be unique for each Rating Level Descriptor.
30	Upload File; Ratings	Rating Level Descriptor	Max Rating should be unique for each Rating Level Descriptor.
31	Upload File; Ratings	Rating Level Descriptor	Rating Level Descriptor must not be duplicated within the domain.
32	Upload File; Ratings	Min Rating	The values provided for the Min Rating and Max Rating must be the same for each Rating Level Descriptor within the same Domain.
33	Upload File; Ratings	Max Rating	The values provided for the Min Rating and Max Rating must be the same for each Rating Level Descriptor within the same Domain.

Appendix D: Observation Manual Entry validation Rules

The table below identifies all the rules which are validated when an observation is manually entered into the Observation Tool.

Table 24. Observation Manual Entry Validation Rules

Rule Number	Workflow	Category	Validation Rule
1	Observation Setup	Field Supervisor	The Field Supervisor TEA ID must match a field supervisor currently assigned to the EPP in ECOS.
2	Observation Setup	Candidate	Candidates must be currently enrolled or have a finisher record in the EPP, with an active Clinical Experience Record.
3	Observation Setup	Clinical Experience	The Assignment Begin Date or the Assignment End Date of the Clinical Experience must be in the current year or future year (cannot be in a locked year).
4	Observation Setup	Observation Rubric	The Observation Rubric used to create an observation must be active.
5	Start Observation	Observation Date	The Observation Date entered must fall within the clinical experience assignment begin date and

Rule Number	Workflow	Category	Validation Rule
			assignment end date for the candidate.
6	Start Observation	Observation Date	The Observation Date must be a date equal to or after the Assignment Begin Date.
7	Start Observation	Observation Date	The Observation Date must be a date equal to or before the Assignment End Date.
8	Start Observation	Observation Date	The Observation Date must be in an unlocked year.
9	Start Observation	Observation Date	The Observation Date must be unique for the candidate.
10	Start Observation	Observation Date	The Observation Date entered cannot already exist ECOS for the candidate, this will trigger a validation error when observation is submitted to ECOS.
11	Start Observation	Dimension Comment	The Dimension Comments must be greater than 0 characters.
12	Start Observation	Dimension Comment	The Dimension Comments cannot be greater than 1024 characters.
13	Start Observation	Dimension Comment	There must be a Dimension Comment for every Dimension.
14	Start Observation	Dimension Rating Scale	Rating Scale must be selected for every Dimension.
15	Start Observation	Area of Refinement Comment	If the Refinement or Reinforcement box is checked for a Dimension, a comment must be provided to reflect the area checked.
16	Start Observation	Area of Refinement Comment	If the Refinement or Reinforcement box is checked for a Dimension, the comment cannot be greater than 1024 characters.
17	Start Observation	Overall Observation Comment	The Overall Observation Comment must be greater than 0 characters.
18	Start Observation	Overall Observation Comment	The Overall Observation Comment must not be greater than 250 characters.
19	Submit For Review	Observation Start Time	The Start Time must be prior to the End Time.

Rule Number	Workflow	Category	Validation Rule
20	Submit For Review	Observation End Time	The End Time must be after the Start Time.
21	Submit For Review	Observation Duration	If the Observation Duration is less than 45 minutes a warning will be given. This will not prevent the observation from being subsequently submitted and approved.
22	Submit For Review	Pre-Conference Date	If the Observation Type is Formal, Pre-Conference Date must be provided.
23	Submit For Review	Pre-Conference Date	Pre-Conference Date must be equal to or before the Observation Date.
24	Submit For Review	Pre-Conference Date	Pre-Conference Date must be equal to or after the Assignment Begin Date.
25	Submit For Review	Pre-Conference Date	Pre-Conference Date must be equal to or before the Assignment End Date.
26	Submit For Review	Post-Conference Date	If the Observation Type is Formal, Post-Conference Date must be provided.
27	Submit For Review	Post-Conference Date	Post-Conference Date must not be in the future.
28	Submit For Review	Post-Conference Date	Post-Conference Date must be equal to or after the Observation Date.
29	Submit For Review	Post-Conference Date	Post-Conference Date must be equal to or after the Assignment Begin Date.
30	Submit For Review	Post-Conference Date	Post-Conference Date must be equal to or before the Assignment End Date.
31	Submit For Review	Observation Date	The Observation Date cannot be a future date.
32	Submit For Review	Updated Field Supervisor Record	The Field Supervisor TEA ID entered must be active at time of observation submission for review.
33	Submit For Review	Updated Candidate Record	The Candidate TEA ID selected must be active at time of observation submission for review.

Rule Number	Workflow	Category	Validation Rule
34	Submit For Review	Updated Clinical Experience	The Clinical Experience record selected for the candidate must be active at time of observation submission for review.
35	Submit For Review	Updated Clinical Experience Assignment Begin Date	The Clinical Experience Assignment Begin Date selected for the candidate must be active at time of observation submission for review.
36	Submit For Review	Updated Clinical Experience Assignment End Date	The Clinical Experience Assignment End Date selected for the candidate must be active at time of observation submission for review.
37	Review And Approve	Updated Field Supervisor Record	The Field Supervisor TEA ID entered must be active at time of observation submission for review.
38	Review And Approve	Updated Candidate Record	The Candidate TEA ID selected must be active at time of observation submission for review.
39	Review And Approve	Updated Clinical Experience	The Clinical Experience record selected for the candidate must be active at time of observation submission for review.
40	Review And Approve	Updated Clinical Experience Assignment Begin Date	The Clinical Experience Assignment Begin Date selected for the candidate must be active at time of observation submission for review.
41	Review And Approve	Updated Clinical Experience Assignment End Date	The Clinical Experience Assignment End Date selected for the candidate must be active at time of observation submission for review.
42	Review And Approve	Post-Conference Date	If the Observation Type is Formal, Post-Conference Date must be provided.
43	Review And Approve	Post-Conference Date	Post-Conference Date must be equal to or after the Observation Date.
44	Review And Approve	Post-Conference Date	Post-Conference Date must be equal to or after the Assignment Begin Date.
45	Review And Approve	Post-Conference Date	Post-Conference Date must be equal to or before the Assignment End Date.

Rule Number	Workflow	Category	Validation Rule
46	Review And Approve	Post-Conference Date	Post-Conference Date must not be in the future.
47	Bulk Approval	Observation Type	Observation Type must be Formal.
48	Bulk Approval	Post-Conference Date	Post-Conference Date must be provided.
49	Bulk Approval	Observation Date	The Observation Date must be in an unlocked year.
50	Bulk Approval	Observation Status	Observation must be in the "In Review" Status.
51	Bulk Approval	Observation Duration	If the Observation Duration is less than 45 minutes a warning will be given. This will not prevent the observation from being subsequently approved.

Appendix E: Observation Result Bulk Upload Validation Rules

The table below identifies all the rules which are validated when a file with observation results is bulk uploaded to the Observation Tool.

Table 25. Observation Result Bulk Upload Validation Rules

Rule Number	Workflow	Category	Validation Rule
1	General	File Guideline	If any record in the file fails any of the validations, the record must be corrected or removed and file reuploaded before any of the records can be approved and submitted.
2	General	File Guideline	Each file is limited to a maximum of 100 observation records.
3	General	File Guideline	Multiple files for the same rubric title can be uploaded if more than 100 records need to be uploaded, however only one file can be uploaded at a given time.
4	General	File Guideline	File format must be a CSV file.
5	General	File Guideline	All records in the file must pass all the validation rules before the records can be approved and submitted.

Rule Number	Workflow	Category	Validation Rule
6	General	File Guideline	All records in the file must be Formal Observation (Informal Observations cannot be loaded via the Bulk Upload Observation Results).
7	General	ECOS Unlocked Year	The observation record uploaded must be for an unlocked year.
8	Candidate	Candidate TEA ID	The Candidate TEA ID cannot be NULL.
9	Candidate	Candidate TEA ID	All candidates in the file must be currently enrolled candidates in the EPP.
10	Candidate	Candidate TEA ID	All candidates in the file must exist in the Observation Tool database.
11	Field Supervisor	Field Supervisor TEA ID	All field supervisors in the file must be currently assigned to the EPP.
12	Field Supervisor	Field Supervisor TEA ID	The Field Supervisor TEA ID must match a field supervisor currently assigned to the EPP in ECOS.
13	Field Supervisor	Field Supervisor TEA ID	The Field Supervisor TEA ID cannot be NULL.
14	Clinical Experience	Assignment Begin Date Assignment End Date	The Assignment Begin Date or the Assignment End Date must be in the current year or future year (cannot be in a locked year).
15	Clinical Experience	Assignment Begin Date	Assignment Begin Date must match clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
16	Clinical Experience	Assignment Begin Date	The Assignment Begin Date cannot be NULL.
17	Clinical Experience	Assignment End Date	Assignment End Date must match clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
18	Clinical Experience	Assignment End Date	The Assignment End Date cannot be NULL.
19	Clinical Experience	Assignment Type	Assignment Type must match clinical experience record in ECOS

Rule Number	Workflow	Category	Validation Rule
			for the Candidate TEA ID inserted in the file.
20	Clinical Experience	Assignment Type	The Assignment Type cannot be NULL.
21	Clinical Experience	Assignment Type	The Assignment Type must be a valid code as is identified in the Rubric's Data Dictionary.
22	Clinical Experience	Certificate	Certificate must match clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
23	Clinical Experience	Certificate	The Certificate cannot be NULL.
24	Clinical Experience	LEA ID	The LEA ID must match the clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
68	Clinical Experience	LEA ID	The LEA ID cannot be NULL.
25	Clinical Experience	Model	The Model must match the clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
26	Clinical Experience	Model	The Model must be a valid code as is identified in the Rubric's Data Dictionary.
27	Clinical Experience	Record Type	Record Type cannot be NULL.
28	Clinical Experience	Record Type	Record Type must match clinical experience record in ECOS for the Candidate TEA ID inserted in the file.
29	Clinical Experience	Record Type	The Record Type must be a valid code as is identified in the Rubric's Data Dictionary.
30	Observation Results	Observation Type	The Observation Type must be formal; "Formal Obs".
31	Observation Results	Observation Type	The Observation Type cannot be NULL.
32	Observation Results	Observation Setting	The Observation Setting must be P or V.
33	Observation Results	Observation Setting	The Observation Setting cannot be NULL.
34	Observation Results	Dimension Comment	The Dimension Comments must be greater than 0 characters.

Rule Number	Workflow	Category	Validation Rule
35	Observation Results	Dimension Comment	The Dimension Comments cannot be greater than 1024 characters.
36	Observation Results	Dimension Comment	There must be a Dimension Comment for every Dimension.
37	Observation Results	Dimension Rating Scale	Rating Scale entered must be valid for the Observation Rubric Title selected, as is identified in the Rubric's Data Dictionary.
38	Observation Results	Dimension Rating Scale	There must be a Rating Level description entered for every Dimension.
39	Observation Results	Area of Refinement Comment	Optional; If Area of Refinement Comment for this Dimension is populated, Area of Reinforcement Comment for this Dimension CANNOT be populated.
40	Observation Results	Area of Refinement Comment	If the Area of Refinement Comment is populated, the comment cannot be greater than 1024 characters.
41	Observation Results	Area of Reinforcement Comment	Optional; If Area of Reinforcement Comment for this Dimension is populated, Area of Refinement Comment for this Dimension CANNOT be populated.
42	Observation Results	Area of Reinforcement Comment	If the Area of Reinforcement Comment is populated, the comment cannot be greater than 1024 characters.
43	Observation Results	Observation Date	The observation date for each record must fall within the clinical experience assignment begin date and assignment end date for the candidate entered.
44	Observation Results	Observation Date	The Observation Date must be a date equal to or after the Assignment Begin Date.
45	Observation Results	Observation Date	The Observation Date must be a date equal to or before the Assignment End Date.
46	Observation Results	Observation Date	The Observation Date must be in a valid date format.

Rule Number	Workflow	Category	Validation Rule
47	Observation Results	Observation Date	The Observation Date cannot be a future date.
48	Observation Results	Observation Date	The Observation Date cannot be NULL.
49	Observation Results	Observation Date	The Observation Date must be in an unlocked year.
50	Observation Results	Observation Date Candidate TEA ID	File cannot contain more than one observation with the same Observation Date for the same Candidate TEA ID.
51	Observation Results	Observation Date Candidate TEA ID	File cannot contain a record with an Observation Date that already exists in the Observation Tool or ECOS for the same candidate.
52	Observation Results	Observation Start Time	The Start Time must be prior to the End Time.
53	Observation Results	Observation Start Time	The Observation Start Time cannot be NULL.
54	Observation Results	Observation End Time	The End Time must be after the Start Time.
55	Observation Results	Observation End Time	The Observation End Time cannot be NULL.
56	Observation Results	Observation Duration	If the Observation Duration Time is less than 45 minutes a warning will be triggered upon successful file upload. This will not prevent the records from being uploaded and subsequently approved and submitted.
57	Observation Results	Observation Duration	If the Observation Duration is greater than 120 minutes a warning will be triggered upon successful file upload. This will not prevent the records from being uploaded and subsequently approved and submitted.
58	Observation Results	Overall Observation Comment	The Overall Observation Comment must be greater than 0 characters.
59	Observation Results	Overall Observation Comment	The Overall Observation Comment must not be greater than 250 characters.

Rule Number	Workflow	Category	Validation Rule
60	Observation Results	Post-Conference Date	Post-Conference Date must be equal to or after the Observation Date.
61	Observation Results	Post-Conference Date	Post-Conference date must be equal to or after the Assignment Begin Date.
62	Observation Results	Post-Conference Date	Post-Conference date must be equal to or before the Assignment End Date.
63	Observation Results	Post-Conference Date	Post-Conference date must be in a valid date format.
64	Observation Results	Pre-Conference Date	Pre-Conference date must be equal to or before the Observation Date.
65	Observation Results	Pre-Conference Date	Pre-Conference date must be equal to or after the Assignment Begin Date.
66	Observation Results	Pre-Conference Date	Pre-Conference date must be equal to or before the Assignment End Date.
67	Observation Results	Pre-Conference Date	Pre-Conference date must be in a valid date format.
68	Observation Results	Post-Conference Date	Post-Conference date must not be in the future.
69	General	Observation Rubric	The Rubric Title selected for upload must be active throughout the upload process.