

Report Student Results

Instructors must report the student results by 11pm the day of the course completion.

To report student results on e-Services:

1. Select the **View and Manage Courses** hyperlink from the Provider e-Services home page.

TEN AND TWO DRIVING SCHOOL
461468046
244 W AMY ST
HASTINGS MI 49058-1271 BARRY COUNTY

Request Access
Request Code Request an Authorization Code
Add Account Access Use an Authorization Code to Add Account Access

Welcome, tentwo
[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Driver Education Provider
TEN AND TWO DRIVING SCHOOL
244 W AMY ST
HASTINGS MI 49058-1271 BARRY COUNTY

Account
P000742

- > Update Instructors
- > **View and Manage Courses**
- > Update Classrooms
- > Renew Provider Certificate
- > More...

2. This will bring you to the course list. Find the class list. If the class does not appear on the page, use the filter bar to pick the specific course then select the **Manage Course** hyperlink for the applicable course.

Driver Education Provider - Course List [Show History](#)

Filter

Course Program Number	Type	Classroom Info	Classroom Address	Start Date	End Date	Enrolled	
SEG 1 MARCH 20	Seg. 1		16759 HIGHLAND LN NORTHVILLE MI 48168-8442	20-Mar-2021	09-Apr-2021	10	Manage this Course

[Add a Course](#)

3. The next screen will be the course list options page where you have multiple options. Select the **Report Student Results** hyperlink under the “Course” heading.

SEG 1 MARCH 20

3/20/2021 - 4/9/2021

Course

[Modify this Course](#)

[Report Student Results](#) ←

[Change Student Results](#)

[View Completion Certificates](#)

[Close this Course](#)

[Cancel this Course](#)

Students

[View Enrolled Students](#)

[Add Students](#)

[Remove Students](#)

Make changes to this scheduled course.

Report student classroom or behind the wheel results

Change student classroom or behind the wheel results

See the generated Segment 1 or 2 completion certificates for those under 18-years old.

Mark course as complete once all student results have been entered.

Cancel course if no student results have been reported

See which students are already enrolled in this course.

Add students to this course.

Select students to remove from this course.

4. Enter test results in the applicable fields.
 - a. **Note:** Required fields are indicated by a red asterisk. All required fields must be completed before moving on the next section.
 - b. It is not required for Instructors to enter course results for the entire class at once. Instructors can enter course results for one student or few students at a time. However, all student results must be entered by 11pm the day of the course completion.
 - c. The written test numbers must be entered.
 - d. A dropdown box will appear when you click in the classroom result box with three options: pass, fail, incomplete. Then you will see that the classroom completion date, BTW result, and BTW completion date fields become required. Once those have been completed, select the next action button.

Name	Date of Birth	Classroom Result	Classroom Completion Date	BTW Result	BTW Completion Date	Comment
Raul Thomas Craig	31-May-2005	Passed	01-Apr-2021	Passed	09-Apr-2021	

- e. After submitting next, the summary screen appears. From here you will need to submit the results by selecting the submit action button.

Report Student Results

Results

Enter Results

Summary

Reported Passes : 1

NOTE: : Submit to finalize results

Cancel
< Previous
Submit

5. The Confirmation section is displayed. Select the **Print Certificates** button to populate the completion certificates to be printed.

Confirmation

Your submission has been submitted and your confirmation number is 0-000-035-138.

[Print This Page](#)

[OK](#)

[Print Certificates](#)

6. The print certificates screen will show a list of active certificates. There are two different categories – passed and created. Under the type heading, you will see a segment 1 completion certificate hyperlink. Select that hyperlink. That will take you to a new window where you can print the certificate by selecting the print icon in the upper right-hand corner. The page will look something like this.

1 / 1 | 100% | [Icons]

MICHIGAN DEPARTMENT OF STATE
DRIVER EDUCATION
CERTIFICATE OF COMPLETION
SEGMENT 1
44709

Name of Student
Raul Thomas Craig

Completion Date
01-Apr-2021

Generated
09-Apr-2021

Provider Number
P000742

Provider Name
TEN AND TWO DRIVING SCHOOL

has successfully completed Michigan's **DRIVER EDUCATION SEGMENT 1** course under the provisions of the [Driver Education Provider and Instructor Act (2006 PA 384)].

This is not a Driver's License. The student must obtain a Level 1 License from the Secretary of State to drive a vehicle while supervised by a licensed adult age 21 or older.

EXM0000044709

For additional information, visit Michigan.gov/SOS.

Dear Parent or Family Partner:

CONGRATULATIONS! After completing at least 6 hours of behind-the-wheel instruction, in addition to at least 24 hours of classroom instruction, Raul Thomas Craig has successfully completed the **Michigan Driver Education Segment One Course** in compliance with PA 384 of 2006.

The **next step** will be for you and your teen to visit a Secretary of State branch office and apply for a Level 1 License. A parent or legal guardian must be present to sign the Level 1 License application and show their valid driver's license. Your teen must be at least 14 years, 9 months old, pass a vision test, and present the following documents.

1. Driver Education Certificate of Completion Segment 1
2. Social Security card
3. An original or certified copy of their birth certificate or legal presence documentation
4. Identity verification
5. Two documents with your name & Michigan residence address

For additional information, please visit the Secretary of State website at Michigan.gov/SOS

DRIVING SKILLS REPORT CARD

While many safe driving skills have been practiced during the course, there has not been sufficient time for the student to become an accomplished driver. It is important that the parents and family partners provide at least 50 hours of the required supervised driving practice with their teen. To help give you the tools and guidance necessary to teach your teen, **The Parent's Supervised Driving Guide (SOS-191)** is available online at the Secretary of State's website, or by request.