Submit Course Results

BDIC Sponsors will report course completions for all drivers. Sponsors shall submit the results within five calendar days after the driver's completion of the course.

1. Select the **Submit Course Results** hyperlink.

2. The Submit Course Results activity displays.
    a. Sponsors have the option upload a spreadsheet or enter the results manually.
    b. Select the **Download a blank template** hyperlink to download a template to enter the drivers' information.

3. If selected **No** to *Do you have a spreadsheet to upload?,* then the no box will be highlighted.
    a. Select how the student took the course by choosing a course it will highlight the box.
    b. Select the **Next** button.

c. Enter the driver information in the applicable fields.
d. Select the **Next** button.

Submit BDIC Course Results

Enter Information	Basic Driver Improvement Course Submission			
Option To Upload				
Basic Driver Improve...	**Driver's License Number**	**Date of Birth**	**Completion Date**	**Result**
	✕ D 900 000 271 707	15-Jan-1978	08-Mar-2021	Passed

Cancel   < Previous   Next >

4. If selected **Yes** to *Do you have a spreadsheet to upload?*, then the yes box will be highlighted.
   a. Select how the student took the course by choosing a course it will highlight the box.
   b. Select the **Next** button.

Submit BDIC Course Results

Enter Information	Option To Upload
Option To Upload	Do you have a spreadsheet to upload?
	Yes No Download a blank template
	Select how the students you are reporting results for took the course
	Classroom Online

Cancel   < Previous   Next >

c. Select the **Select to Upload Spreadsheet** button
d. Select the **Choose File** button in the Select a file to import window.
e. Select the file in the File Explorer.
f. Select the **Open** button.
g. Once a file has been selected, it should appear next to the choose file button. Select the **OK** button in the Select a file to import window.

Submit Course Results

Submit BDIC Course Results

Enter Information	Basic Driver Improvement Course Submission
Option To Upload	**Select to Upload Spreadsheet**
Basic Driver Improve...	

Select a file to import: ✕

Choose File   BDIC Result ...bmission.xlsx

Cancel   OK

Cancel   < Previous   Next >

5. The drivers in the spreadsheet display. The Sponsors can update the driver's license number, date of birth, completion date, and results, if needed.
6. Select the **Next** button.

Basic Driver Improvement Course Submission

Enter Information
Option To Upload
Basic Driver Improve...

Driver's License Number	Date of Birth	Completion Date	Result		
✕ A 900 000 305 639	22-Jul-1974	08-Mar-2021	Passed		
✕ B 900 000 272 607	1-Dec-1981	08-Mar-2021	Passed		
✕ C 900 000 323 883	11-Oct-1993	08-Mar-2021	Failed		
✕ M 900 000 280 061	14-Jun-1998	08-Mar-2021	Passed		

Cancel

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7. If the driver is not eligible or cannot be found, an error icon displays with an error message. Any errors need to be handled prior to proceeding to the next section.
   a. To remove any drivers, select the **Remove** icon to left of the driver's DLN.
   b. If any information is mistyped, make corrections as needed and then select the **Next** button to reevaluate the information in the table.
   c. Once all sections are completed, select the **Submit** button on the next page.

Basic Driver Improvement Course Submission

Enter Information
Option To Upload
Basic Driver Improve...

Driver's License Number	Date of Birth	Completion Date	Result		
✕ C 900 000 323 883	10-Nov-1993	08-Mar-2021	Failed	✓	Eligible from 03-Mar-2021 to 01-May-2021

Cancel

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