

# 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.

The screenshot shows the 'Request Access' dropdown menu with options: 'Request Code', 'Add Account Access', and a mouse cursor. Below it, the 'Account' section for 'Q4790' lists several actions: 'Check Driver Eligibility', 'View EFT Reports', 'Submit Course Results' (highlighted with a red arrow), 'Manage Bank Account', and 'More...'. The 'BDIC Sponsor' information for 'DRIVE SAFELY' is also visible.

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.

The screenshot shows the 'Option To Upload' form. It asks 'Do you have a spreadsheet to upload?' with 'Yes' and 'No' buttons. A red box highlights the 'Download a blank template' link. Below, it asks 'Select how the students you are reporting results for took the course' with 'Classroom' and 'Online' buttons. Navigation buttons 'Cancel', 'Previous', and 'Next' are at the bottom.

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.

The screenshot shows the 'Option To Upload' form after selecting 'No' and 'Classroom'. The 'No' button and 'Classroom' button are highlighted with a red box. The 'Download a blank template' link is still visible. Navigation buttons 'Cancel', 'Previous', and 'Next' are at the bottom.

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

Submit BDIC Course Results

Enter Information

Option To Upload

Basic Driver Improve...

Driver's License Number	Date of Birth	Completion Date	Result
X 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

Option To Upload

Basic Driver Improve...

Select to Upload Spreadsheet

Select a file to import: X

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.

[Submit BDIC Course Results](#)

---

Enter Information

Option To Upload

Basic Driver Improve...

Basic Driver Improvement Course Submission

	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  
dvstest.sos.state.mi.us/M2T/T2T/\_/#
Next >

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.

[Submit BDIC Course Results](#)

---

Enter Information

Option To Upload

Basic Driver Improve...

Basic Driver Improvement Course Submission

	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
Next >