

Manage Courses

Instructors have the ability to modify and manage course details.

To manage course details in 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. Select the **Manage this Course** hyperlink for the applicable course.

< TEN AND TWO DRIVING SCHOOL

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	0	Manage this Course

Add a Course

3. A list of activities an Instructor can provide is displayed.
 - **Modify this Course** – Allows Instructors to make changes to the selected course.
 - **Report Student Results** – Allows Instructors to report student classroom or behind the wheel results.
 - **Change Student Results** – Allows Instructors to change student classroom or behind the wheel results.
 - **View Completion Certificates** – Allows Instructors see the generated Segment 1 or Segment 2 completion certificates for the students under 18 years old.
 - **Close Course** – Allows Instructors to complete the selected course once all students course results have been entered.
 - **Cancel Course** – Allows Instructors to cancel the selected course if no student results have been reported.
 - **View Enrolled Students** – Allows Instructors to see a list of students who are already enrolled in the selected course.
 - **Add Students** – Allows Instructors to add students to the selected course.
 - **Remove Students** – Allows Instructors to remove students from the selected course.

SEG 1 MARCH 20
3/20/2021 - 4/9/2021

Course

- [Modify this Course](#) - Make changes to this scheduled course.
- [Report Student Results](#) - Report student classroom or behind the wheel results
- [Change Student Results](#) - Change student classroom or behind the wheel results
- [View Completion Certificates](#) - See the generated Segment 1 or 2 completion certificates for those under 18-years old.
- [Close this Course](#) - Mark course as complete once all student results have been entered.
- [Cancel this Course](#) - Cancel course if no student results have been reported

Students

- [View Enrolled Students](#) - See which students are already enrolled in this course.
- [Add Students](#) - Add students to this course.
- [Remove Students](#) - Select students to remove from this course.

Modify Course

Once a course has been added on e-Services, the course details can be modified until the course is completed. This activity allows Instructors to edit the course start and end date, course schedule, classroom location, instructor, and instructor type.

To modify a course on e-Services:

- From the course list page, select the **Manage this course** hyperlink.

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	0	Manage this Course

- You will then be directed to a new page with all of the options an instructor has for the course they selected. On this page, select the **Modify this Course** hyperlink.

SEG 1 MARCH 20
3/20/2021 - 4/9/2021

Course

- [Modify this Course](#) - Make changes to this scheduled course.
- [Report Student Results](#) - Report student classroom or behind the wheel results
- [Change Student Results](#) - Change student classroom or behind the wheel results
- [View Completion Certificates](#) - See the generated Segment 1 or 2 completion certificates for those under 18-years old.
- [Close this Course](#) - Mark course as complete once all student results have been entered.
- [Cancel this Course](#) - Cancel course if no student results have been reported

Students

- [View Enrolled Students](#) - See which students are already enrolled in this course.
- [Add Students](#) - Add students to this course.
- [Remove Students](#) - Select students to remove from this course.

- This will take you back to the course information page where you can modify the projected start and end times. Once this section is completed, move on to the next section by selecting the **Next** button.

Modify Course

Course Addition

Course Information (SEG 1 MARCH 20)

Course Information

Course Schedule

Course Type
Segment 1

Course Program Number (unique identifier)
SEG 1 MARCH 20

Projected Start Date
20-Mar-2021

Projected End Date
09-Apr-2021

[Cancel](#)

[< Previous](#)
[Next >](#)

- Next you can modify the class schedule.

Course Addition

Course Schedule (SEG 1 MARCH 20)

Course Information

Course Schedule

Default Start Time Default End Time

Update

Update

Class Date	Start Time	End Time
22-Mar-2021	03:00 PM	05:00 PM
23-Mar-2021	03:00 PM	05:00 PM
24-Mar-2021	03:00 PM	05:00 PM
25-Mar-2021	03:00 PM	05:00 PM
26-Mar-2021	03:00 PM	05:00 PM
29-Mar-2021	03:00 PM	05:00 PM
30-Mar-2021	03:00 PM	05:00 PM
31-Mar-2021	03:00 PM	05:00 PM
01-Apr-2021	03:00 PM	05:00 PM
02-Apr-2021	03:00 PM	05:00 PM
05-Apr-2021	03:00 PM	05:00 PM
06-Apr-2021	03:00 PM	05:00 PM

[Cancel](#)

[< Previous](#)
[Next >](#)

5. Then the classroom location.

Modify Course

Course Addition
Course Information
Course Schedule
Select a Classroom

Select a Classroom (SEG 1 MARCH 20)

Filter

Address	Classroom Name	Students
16759 HIGHLAND LN NORTHVILLE MI 48168-8442		36

Cancel < Previous Next >

6. And the instructor.

Modify Course

Course Addition
Course Information
Course Schedule
Select a Classroom
Select Instructors

Select Instructors (SEG 1 MARCH 20)

Filter

Instructor Name	ID	Instructor Type
<input checked="" type="checkbox"/> JOHN ELROY PICKETT IV	N004811	Both

Cancel < Previous Next >

7. Once you have completed modifying the course you will be taken to a summary screen where you changes will be reflected. If the information is accurate, select the submit action button.

Modify Course

Course Addition
Course Information
Course Schedule
Select a Classroom
Select Instructors
Summary

Course Program Number : SEG 1 MARCH 20
Course Type : Segment 1
Start Date : 20-Mar-2021
End Date : 9-Apr-2021
Classroom Address : 16759 HIGHLAND LN NORTHVILLE MI 48168-8442
Number of Instructors : 1
Instructor ID(s) : N004811

Cancel < Previous Submit >

8. After the submit button is selected on the summary page you will be taken to a confirmation page. This page confirms the changes have been made.