



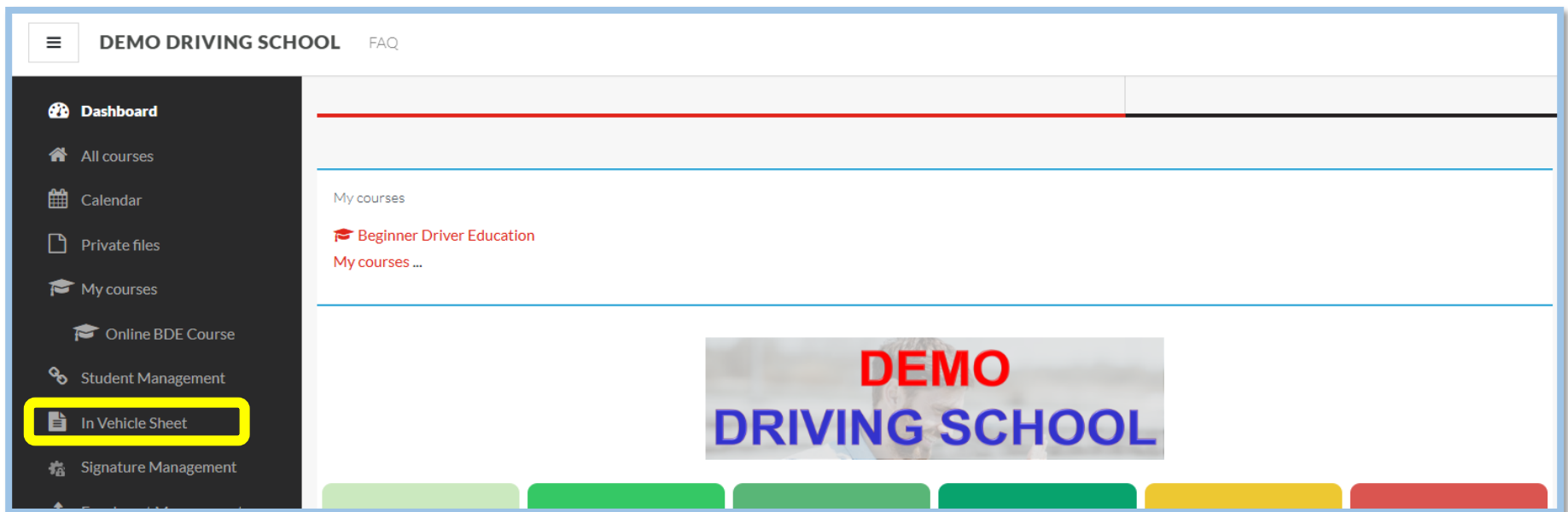
In-Vehicle Record Sheet Management Guide

We are thrilled to introduce our latest platform update, a sophisticated management tool to create, send, track, and archive your in-vehicle (in-car) record sheets digitally. No more paperwork, no more lost or missed sheets!

It ensures compliance and operational efficiency, enabling you to meet the MTO requirements with confidence. We are excited about the possibilities this tool offers for you and the efficiency it will bring to your work.

You can still use your current in-vehicle sheet manually. Whenever you want to switch to our digital tool, follow the instructions below.

1. Log in to your GoGo portal: <https://elearning.gogodriving.com/login/index.php>
2. Click the **In-Vehicle Record Sheet Tool** on your dashboard. If you don't see it, contact us at support@gogodriving.com.



3. All your students who completed the online portion of the BDE course as of December 22nd, 2025, will be listed here. See the Action button on the far right for each student and click the “Create Record Sheet” button to create a sheet, add an instructor, and notes for yourself or your instructor. Like the internal and external notes while you're sending an enrolment email to your clients.

In-Vehicle Record Sheet Management

In-Car Start Date From
dd-----yyyy

In-Car Start Date To
dd-----yyyy

CLEAR

In-Car Completed Date From
dd-----yyyy

In-Car Completed Date To
dd-----yyyy

CLEAR

Completion Status

☒ Any

☐ Sheet not created

☐ Sheet created

☐ Sent

☐ In progress

☐ Completed

Filter By Student Name

Filter By Student Email

Filter By Internal Note

Filter By Instructor Name

Filter By Instructor Email

Filter By External Note

SEARCH

CLEAR ALL

Show 10 entries

No.	Student Name	Instructor	Status	In-car Start Date	In-car End Date	In-car Score	Internal Note	External Note	Sent on	Action
1	Student, Test hotmail.com	N/A	N/A	N/A	N/A	N/A			N/A	<div>Create Record Sheet</div>

Showing 1 to 1 of 1 entries

4. When you click the Create Record Sheet button, you have two options: creating the sheet with or without an instructor. You can create the sheet and then add an instructor later, or you can directly add the instructor's information, add some notes for him/her or yourself (your school).

Generate Digital In-Vehicle Record Sheet

You are going to generate/update the digital record sheet!

☐ Add Instructor

CLOSE

CREATE SHEET

Generate Digital In-Vehicle Record Sheet

You are going to generate/update the digital record sheet!

☒ Add Instructor

Instructors's Full Name (as seen on the license)

Tony Montana

Instructor's Email Address

tony@montana.com

Instructors's License Number

23154879

Internal Note For School

The student will pay the instructor directly.

External Note For Instructor (will be added to email body)

The student will pay you directly.
Please complete the lessons as soon as possible!
Sign the sheet promptly after each session!

CLOSE

CREATE SHEET

5. When you create the sheet, you will see it on your dashboard as sent both to the student and the instructor.
From the Action menu;
- You can click on your notes to view and update them.
 - You can update the instructor's info.
 - You can send a reminder to your instructor to complete the lessons per your new instructions.
 - You can copy the sheet link and share it with your instructor via WhatsApp or other channels.
 - You can delete the sheet and create a new one.

In-Vehicle Record Sheet Management

In-Car Start Date From

In-Car Start Date To

In-Car Completed Date From

In-Car Completed Date To

Completion Status

☒ Any
 ☐ Sheet not created
 ☐ Sheet created
 ☐ Sent
 ☐ In progress
 ☐ Completed

Filter By Student Name

Filter By Instructor Name

Filter By Student Email

Filter By Instructor Email

Filter By Internal Note

Filter By External Note

Show entries

No.	Student Name	Instructor	Status	In-car Start Date	In-car End Date	In-car Score	Internal Note	External Note	Sent on	Action
1	Student, Test [redacted]@hotmail.com	Tony Montana [redacted]tner.com	Sent	N/A	N/A	N/A	The student will pay the instructor dire...	The student will pay you directly. Plea...	2025-12-10 07:04 am	<div style="border: 1px solid black; padding: 5px; width: 100px;"> <p>View sheet</p> <p>Copy Link</p> <p>Send reminder</p> <p style="background-color: red; color: white;">Add/Update instructor</p> <p>Delete sheet</p> </div>

Showing 1 to 1 of 1 entries

The student will pay you directly.
Please complete the lessons as soon as possible!
Sign the sheet promptly after each session!

6. When you view the record sheet, you will see the student's info, marking table, sessions, final score, and signatures.

After this, the entire process is the instructors' responsibility.

- They will add markings, and the table will automatically write the final score.
- They will add sessions for each lesson, with no more than 2 hours a day. There can be more than one session, but it can't exceed 2 hours a day. Also, there must be a 10-minute break if there is more than one session.
- The system checks all those numbers and warns the user if there is any breach.
- If the instructor and student do not sign a session, a new session cannot be added.

[View Dashboard](#) [Save](#) [Print](#)

Demo Driving School
In-Vehicle Record Sheet

Student Information			
First Name, Last Name, Middle Name Test, Student		Driver's Licence Number A1234 - 56789- 00000	
Student's Address 123 Street Suite 123 , N2C 1X3	Student's Phone Number 226 226 2323	Parent's Phone Number 226 226 2121	

SPECIAL INSTUCTIONS from the driving school:

MARKINGS: -2, -4, -6, -8, -10, OK = Well Done, NP = NOT PERFORMED

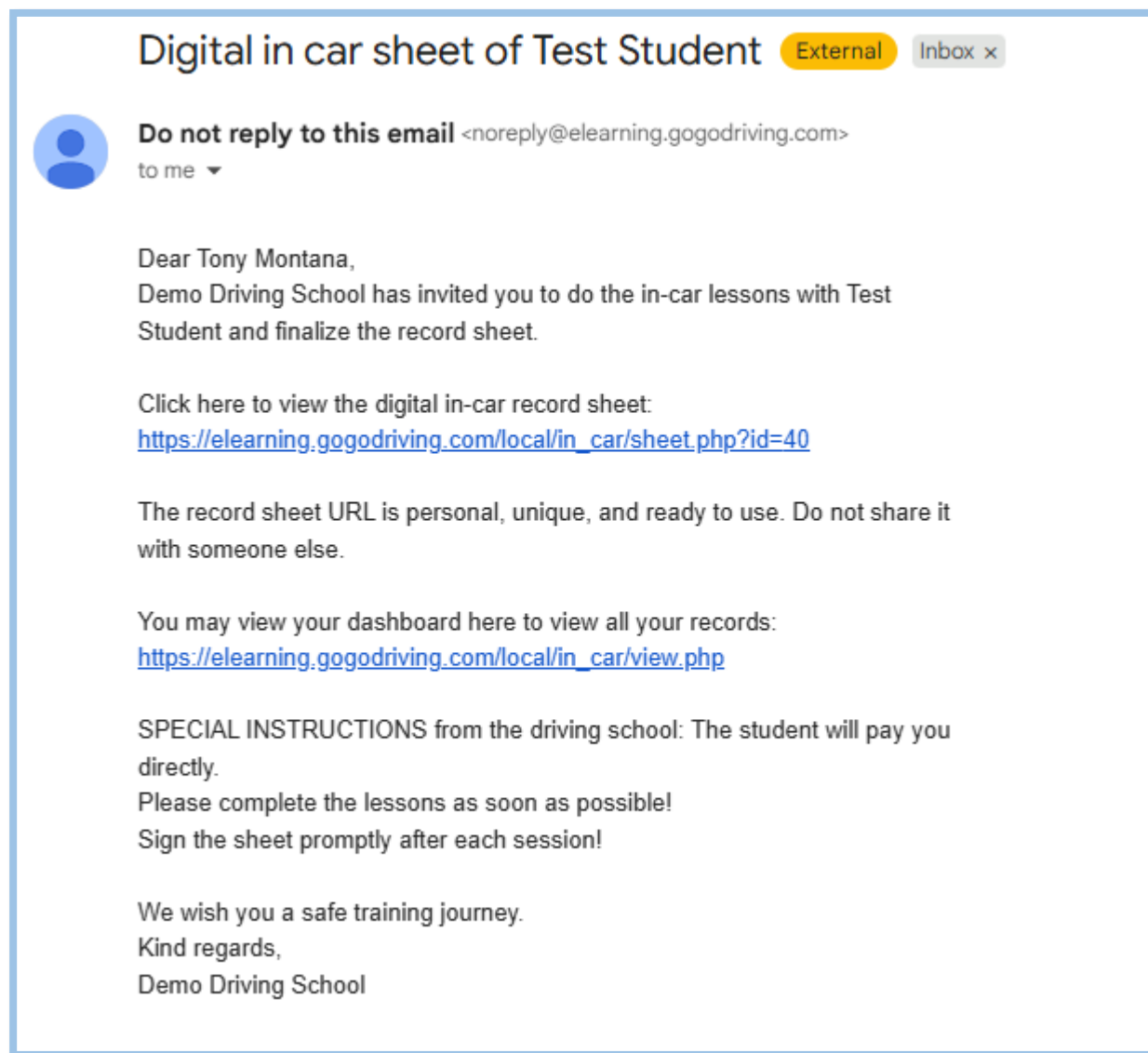
1. SAFETY CHECKS <small>Locate/adjust/operate safety devices, mirror check, signalling, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>
2. BACKING <small>Looking around before /after backing, control / steering / vehicle observation.</small>	<input type="text"/>
3. DRIVING ALONG <small>Passing, speeding, lane changing, blind spots, right of way, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>
4. INTERSECTIONS <small>Observing properly / controlled / uncontrolled intersections, obeying signs or signals / pavement marking, slowing, stopping, right of way, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>
5. TURNS / LANE CHANGING <small>Signalling, getting in the proper position/lane, corners, turning, right of way, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>
6. PARKING <small>Mirror check on backing / leaving, objects / other vehicles / climbing curbs, signalling when leaving, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>
7. STOP, PARK AND START ON A GRADE <small>Rolls back when parking or starting. Check parking brake, angle of wheels, mirrors, clutch / brake / accelerator / gears / steering.</small>	<input type="text"/>

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-10	<input type="text"/>	<input type="text"/>	Mike Miky (23154879)			

Final Mark (%) <input type="text"/>	Student's Signature <input type="text"/>	Instructor's Signature <input type="text"/>
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7. Your instructor will receive an email as seen below.

It will include the direct link to the related students' in-vehicle sheet, the link for the instructor's dashboard, and your special instructions you added during the sheet creation process.



8. When the instructor clicks the in-vehicle sheet link or the dashboard link, there will be a verification process for the instructor. The instructor will write the email address at which he/she received the in-vehicle sheet and get the verification code.

Login

Enter your email address to receive the verification code.

Email Address

Submit

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Verify Your Identity

An email has sent to info@thecollegepartner.com.
Please enter the verification code to start signing.


Verification Code

Verify Code **Change Email**

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Verification code to log in for the digital in-vehicle record sheets

External **Inbox x**



Do not reply to this email <noreply@elearning.gogodriving.com>
to me ▼

Please use the verification code to access the digital in-vehicle record sheets. 96877

9. When the instructor accesses the in-vehicle sheet, he/she will see the same page as you above.
If the instructor adds a marking or session, the SAVE button will turn yellow, indicating that the changes must be saved.

View DashboardSavePrint

Demo Driving School

In-Vehicle Record Sheet

Student Information			
First Name, Last Name, Middle Name Test, Student		Driver's Licence Number A1234 - 56789- 00000	
Student's Address 123 Street Suite 123 , N2C 1X3	Student's Phone Number 226 226 2323	Parent's Phone Number 226 226 2121	

SPECIAL INSTUCTIONS from the driving school:

MARKINGS: -2, -4, -6, -8, -10, OK = Well Done, NP = NOT PERFORMED

1. SAFETY CHECKS Locate/adjust/operate safety devices, mirror check, signalling, clutch / brake / accelerator / gears / steering.	-4
2. BACKING Looking around before /after backing, control / steering / vehicle observation.	
3. DRIVING ALONG Passing, speeding, lane changing, blind spots, right of way, clutch / brake / accelerator / gears / steering.	OK
4. INTERSECTIONS Observing properly / controlled / uncontrolled intersections, obeying signs or signals / pavement marking, slowing, stopping, right of way, clutch / brake / accelerator / gears / steering.	-2
5. TURNS / LANE CHANGING Signalling, getting in the proper position/lane, corners, turning, right of way, clutch / brake / accelerator / gears / steering.	-4
	-6
	-8
	-10
	NP

When the instructor adds times for a session, the signing boxes will appear.

The final signatures will be available to sign upon completion of a minimum of 10 hours of in-car lessons.

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-12	--:-- -- ⌚	--:-- -- ⌚	Mike Milky (23154879)			

Final Mark (%) 96	Student's Signature	Instructor's Signature
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10. The instructors can also access their unique dashboards from the link in the email they receive. All their students will be listed there, and they will be able to easily open and continue the chosen students' in-car lessons. They can bookmark that URL or add it to their favourites. No need to open the email every time to access the record sheets!

- All processes will be handled from the instructor's mobile device.
- The students will receive an email that includes the QR code of their in-vehicle record sheet.

[Logout](#)

Digital In-Vehicle Record Sheet Dashboard

Completion Status
☒ Any ☐ Received but not started yet ☐ In progress ☐ Completed

In-Car Start Date From In-Car Completed Date From

Filter By Student Name Filter By Student Email Filter By Special Note

Filter by School

Show entries

School Name	Student Info	Status	In-car Start Date	In-car End Date	In-car Score	Special Note	Received on	Action
Demo Driving School	Student, Test samulieri@hotmail.com	Received	N/A	N/A	N/A	The student will pay you directly. Plea...	2025-12-10 07:04 am	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

Previous Next

11. When the instructor adds a session and starts the signing process from his/her mobile device, a signing pad will appear first to the instructor. The instructor can choose to draw, type, or upload a signature.

Tony Montana Sign your session

You are going to sign the session for dated **2025-12-10** started at **08:15** and finished at **09:15**.

Choose one of the signing methods below and save.

[Draw](#) [Type](#) [Upload](#)

Draw signature

[Clear Signature](#) [Save](#)

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Tony Montana Sign your session

You are going to sign the session for dated **2025-12-10** started at **08:15** and finished at **09:15**.

Choose one of the signing methods below and save.

[Draw](#) [Type](#) [Upload](#)

Type your name

Tony Montana

Tony Montana

Tony Montana

Tony Montana

Tony Montana

Tony Montana


Tony Montana

[Save](#)

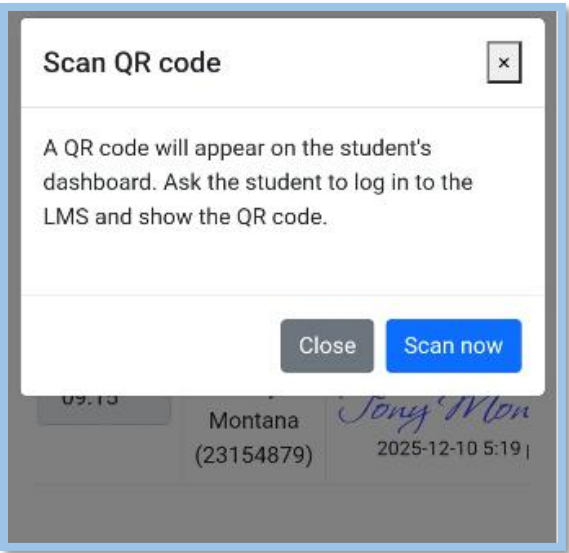
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12. When the instructor signs, he/she will click the “Request QR” for the student to scan and enable the student’s signing pad.

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-10	08:15 AM	09:15 AM	Tony Montana (23154879)	<i>Tony Montana</i> 2025-12-10 9:19 am	Request QR	

The student will log in to their BDE course platform on their own mobile device and show the QR code on their dashboard to the instructors.



13. When the instructor scans the QR code from the student's device, the signing pad will appear for the student to sign the session. Then the student will sign the session.

Test Student Sign your session

You are going to sign the session for dated **2025-12-10** started at **08:15** and finished at **09:15**.

Choose one of the signing methods below and save.

[Draw](#) [Type](#) [Upload](#)

Draw signature

[Clear Signature](#) [Save](#)

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Test Student Sign your session

You are going to sign the session for dated **2025-12-10** started at **08:15** and finished at **09:15**.

Choose one of the signing methods below and save.

[Draw](#) [Type](#) [Upload](#)

Type your name

Test Student

Test Student

Test Student

Test Student

Test Student

Test Student


Test Student





[Save](#)

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14. Upon completion of the first session, the instructor will be able to add a new one.

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-10	08:15 AM	09:15 AM	Tony Montana (23154879)	<i>Tony Montana</i> 2025-12-10 9:19 am	<i>Test Student</i> 2025-12-10 9:35 am	

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-10	08:15 AM	09:15 AM	Tony Montana (23154879)	<i>Tony Montana</i> 2025-12-10 9:19 am	<i>Test Student</i> 2025-12-10 9:35 am	
2	2025-12-10	09:25 AM 	10:25 AM 	Tony Montana (23154879)	Start signing	Request QR	

- As shown above, the instructor can add a new session on the same day because the first session was a 1-hour lesson (8.15 – 9.15 am).
- There is still 1 hour left for the current day.
- After adding the second 1-hour lesson (9.25-10.15 am), the system will not allow adding a new session.
- Also, the second session should be after a 10-minute break.
- If the instructors prefer a 1-hour lesson each day, they are free to add as many sessions as needed.
- **The primary point is doing no more than 2 hours a day and signing the sheets after each lesson.**

Session	Date	Start Time	Finish Time	Instructor's Info (DI#)	Instructor's Signature	Student's Signature	Add New
1	2025-12-10	08:15 AM	09:15 AM	Tony Montana (23154879)	<i>Tony Montana</i> 2025-12-10 9:19 am	<i>Test Student</i> 2025-12-10 9:35 am	
2	2025-12-10	09:25 AM	10:25 AM	Tony Montana (23154879)	<i>Tony Montana</i> 2025-12-10 9:44 am	<i>Test Student</i> 2025-12-10 9:46 am	

15. There is nothing to do on the student's side other than signing the sessions' records on the instructor's mobile device. The students will just receive an email with a QR code that the instructor can scan to access the students' in-car sheet directly. It'll be beneficial for instructors with many students. They will scan the QR code instead of looking for the student on their dashboard.
16. When a minimum of 10 hours of in-car lessons is completed, the final signature fields will be available to finalize the record sheet. When the record sheet is completed, the school, instructor, and student will receive an email containing the signed record sheet.

Q & A

1. Is it mandatory to use the GoGo Digital In-Vehicle Record Sheet Management Tool?
 - No. You can continue with your current method.
 - In case of any MTO policy update regarding the use of the digital in-vehicle record sheet, which ensures the instructor's, student's, and the training's validation in accordance with specific restrictions and rules, we will let you know.
2. Does an instructor have an account in GoGo LMS (BDE course platform)?

No. The instructors will receive the in-car sheets via email and access their dashboard with a verification code.
3. If an instructor works with different driving schools, then what will happen?
 - The instructors can receive the in-car sheets from any school, unless they are partners with GoGo.
 - All the record sheets will be visible by the school's name on the instructor's dashboard.
4. If a session is completed but not signed, what will happen?

All sessions must be signed within the training date. It's not allowed to enter a past or future date for the session. However, if the instructors forget to get the student's signature or encounter technical issues on the training day, they can sign it on the next training date. *Be aware of that, that shouldn't be a habit or misuse.*
5. How will I know if I sent the record sheet to the correct instructor?
 - Nothing to worry about it!
 - The crucial step is informing your instructors that you will use the digital in-vehicle record sheet.
 - The driving schools receive a course completion report when a student completes the online course. Then, you can go to your dashboard and initiate the in-vehicle record sheet process.
 - Assume that you forgot to send it. No worries, because the instructor is the center of this management. He/she must let you know that a student met him/her, but he/she doesn't see the student in his/her dashboard. So, you will assign the record sheet then.
6. Do I print the signed copy of the record sheets?

No, but if you want, you can download or print it.