



In-Vehicle Record Sheet Management Instructor 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.

We already published a general guide to the schools, and they might share it with you. It also includes the steps instructors should follow. This guide is a brief version of the general guide.

1. This tool is to manage the in-vehicle sheets of the students who completed the online portion of the BDE course as of December 22nd, 2025. Their schools are responsible for initiating the digital in-vehicle sheet and assigning it to the related instructor.
2. If you have a BDE student who completed the online course on or after December 22nd, 2025, and if you haven't heard about their in-vehicle record sheet from the driving school, just let them know to assign it to you.
3. You may work with more than one driving school. When they assign a digital in-vehicle sheet to several students, you will receive an email like the one below for each student. You can click the first link to access the in-vehicle sheet for the student mentioned in the email, or you can always use the second link (https://elearning.gogodriving.com/local/in_car/view.php) to view the dashboard that lists all the students assigned to you. It's recommended to bookmark that URL so you can reach your dashboard easily without having to look up each student's email.

Digital in car sheet of Test Student External Inbox x



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

Dear Tony Montana,
Demo Driving School has invited you to do the in-car lessons with Test Student and finalize the record sheet.

Click here to view the digital in-car record sheet:
https://elearning.gogodriving.com/local/in_car/sheet.php?id=40

The record sheet URL is personal, unique, and ready to use. Do not share it with someone else.

You may view your dashboard here to view all your records:
https://elearning.gogodriving.com/local/in_car/view.php

SPECIAL INSTRUCTIONS from the driving school: The student will pay you directly.

Please complete the lessons as soon as possible!

Sign the sheet promptly after each session!

We wish you a safe training journey.

Kind regards,

Demo Driving School

4. When you click the in-vehicle sheet link or the dashboard link, there will be a verification process. You will enter the email address you used to receive the in-vehicle sheet to get the verification code. Be advised that you don't need to create an account. You will write your email address and get a verification code to access the system.

Instructor Login

Enter your email address to receive the verification code.

Email Address

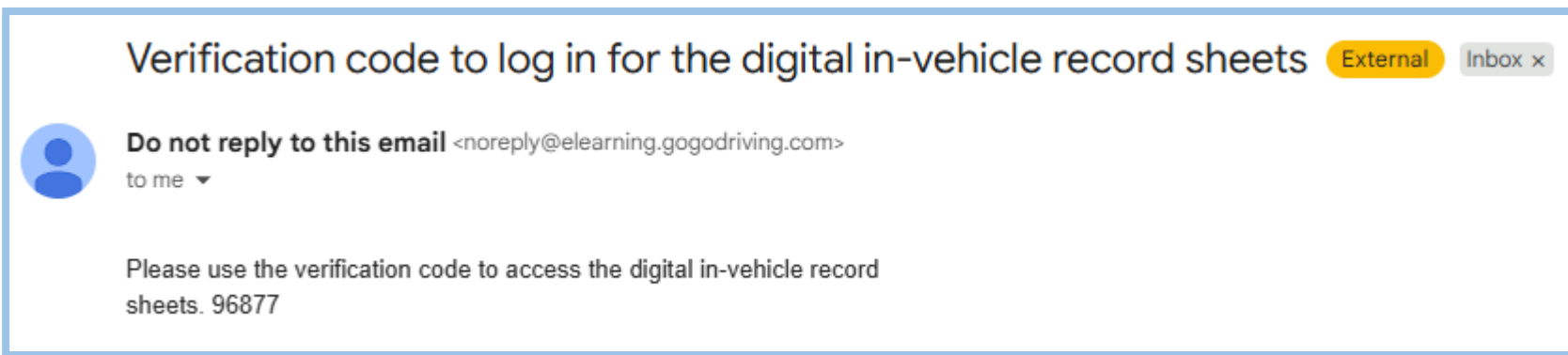
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Verify Your Identity

An email has sent to info@[redacted].
Please enter the verification code to start signing.

Verification Code

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5. You will see the page below upon the verification process. When you make a change, such as adding a marking, the SAVE button turns yellow, indicating that the changes must be saved before leaving.

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>		-4	
2. BACKING <small>Looking around before /after backing, control / steering / vehicle observation.</small>		<input style="width: 100%;" type="text"/> <input style="width: 100%; background-color: #0070c0; color: white;" type="text"/>	
3. DRIVING ALONG <small>Passing, speeding, lane changing, blind spots, right of way, clutch / brake / accelerator / gears / steering.</small>		OK	
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>		-2	
5. TURNS / LANE CHANGING <small>Signalling, getting in the proper position/lane, corners, turning, right of way, clutch / brake / accelerator / gears / steering.</small>		-4	
		-6	
		-8	
		-10	
		NP	

6. You will see the student's info, marking table, sessions, final score, and signatures.
- ❖ Whether the sheet is assigned to you a few days before the day or just on the training day, the first session date will be the day you start the training. For example, if you open the sheet, you will see the current date. Let's assume you scheduled the first lesson for 1 week from now. When you open the sheet again after 1 week, you will see the actual date.
 - ❖ You will add markings based on the student's performance, and the table will automatically write the overall score.
 - ❖ You will add sessions for each lesson, with no more than 2 hours a day. For example, you can do a 4x30-minute, 2x1-hour, or 1x2-hour session. You should reach a total of 10 hours of lessons at the end of the training.
 - ❖ The system will not allow you to add a new session unless you and the student sign the session.
 - ❖ The signing boxes will appear when you add a time for a session.

- ❖ The final signatures will be available upon completion of at least 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 (%)	Student's Signature	Instructor's Signature
96		

7. As mentioned above, you can go directly to the student's sheet or prefer to view your dashboard to see all the sheets that are assigned to you from the link (https://elearning.gogodriving.com/local/in_car/view.php). All their students will be listed there, and you will be able to open and continue the chosen students' in-car lessons easily. It's recommended to bookmark that URL or add it to your favourites. No need to open the email every time to access the record sheets!

[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 Start Date To:

In-Car Completed Date From: In-Car Completed Date To:

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

8. After you add a session and start the signing process from your mobile device, a signing pad will appear first to you. You 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


[Save](#)

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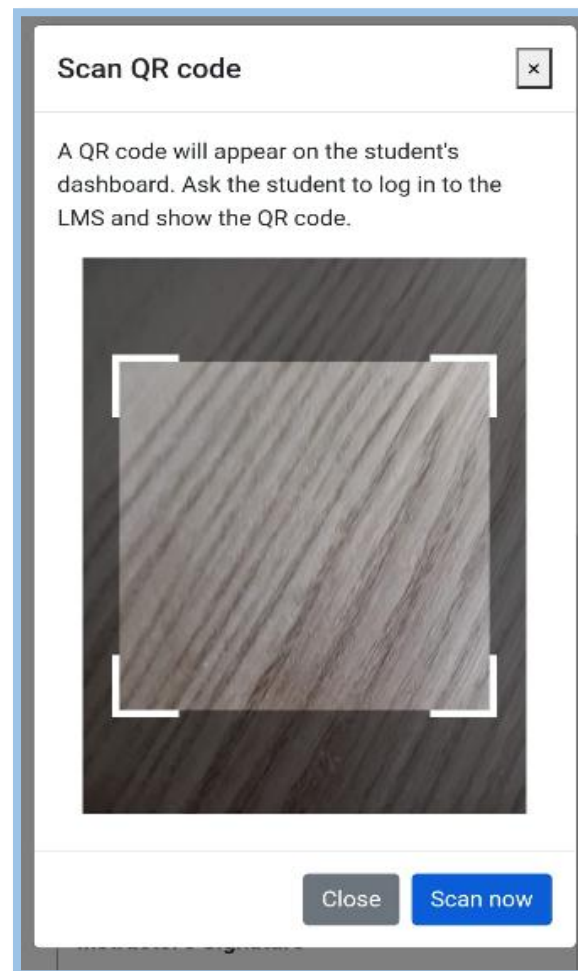
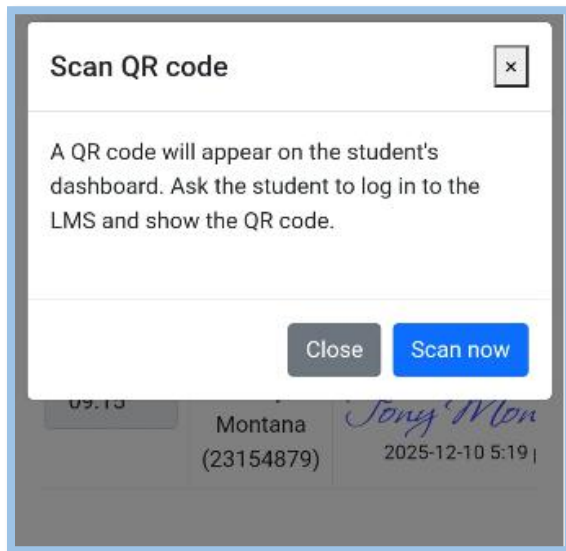
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- ❖ If you pass the verification but can't see the signing pad, or receive an error "Pop-ups Blocked", go to your settings on your mobile device, find the browser (Safari, Chrome, etc.), and turn off the "block pop-ups". Then go back to the in-car sheet page and refresh it.

9. When you complete signing, you will see the “Request QR” button.

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	

You will click it to scan the QR code that appears on the student's dashboard. The student will log in to their online BDE course platform on their own mobile device and display it on their dashboard. The QR code doesn't appear unless you click on the Request QR code. **This QR code is not the one in the email they received for the in-vehicle record sheet. They must show the QR code on their online course dashboard.**



- ❖ When you scan the QR code from the student's device, the signing pad will appear for the student to sign the session. Then the student will complete the signing as you did.

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

[Large empty box for drawing 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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- ❖ If you pass the verification but can't see the signing pad, or receive an error "Pop-ups Blocked", go to your settings on your mobile device, find the browser (Safari, Chrome, etc.), and turn off the "block pop-ups". Then go back to the in-car sheet page, refresh, and rescan the QR code on the student's dashboard.

❖ Upon completion of the first session, you 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 in the above example, you 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 session.

❖ After adding the second 1-hour lesson (9.25-10.25 am), the system will not allow adding a new session, because the daily limit is completed.

❖ **The primary point is not doing more than 2 hours a day and not forgetting to sign 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	

- ❖ 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 receive an email with a QR code that the instructor can scan to access the students' in-car sheet directly. That will help the instructor access the students' in-vehicle sheet without having to access the instructor's dashboard.
- ❖ 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 was assigned a digital in-vehicle record sheet?
 - ❖ Nothing to worry about it! The crucial step is to ask the student whether they are a BDE student at the first lesson. If so, then you should receive an email regarding their record sheet. If not, then ask the driving school to send it to you.
 - ❖ The driving schools receive a course completion report when a student completes the online course. Then, they initiate the in-vehicle record sheet process. If they forget and somehow you meet the student for the first lesson, ask the school to send it.
6. Do I have to print the signed copy of the record sheets?

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