




# STUDENT LISTS in TEDRS

“Teeters” is the OPI’s Traffic Education Data & Reporting System  
Montana Office of Public Instruction, Traffic Education Unit

Here is a shorter version of the more detailed TEDRS User’s Guide, available to download under Reports in TEDRS. When you have received your TEDRS username, follow these instructions. If you still need access to TEDRS, contact the Traffic Education Office (see contact info on page 4).

## LOGGING INTO TEDRS

- **LOGIN:** On the [OPI Traffic Education](http://www.opi.mt.gov/programs/driveder) page at <http://www.opi.mt.gov/programs/driveder>, click on the TEDRS LOGIN button. Or hover over this button and click! 
- Use your current password to log in. Passwords expire every 60 days. If you need a **new password**, click on “New User? Forgot Password?” and follow the prompts.
- Your **username** is usually your **first initial and last name**. It is not case-sensitive.
- When you log in with your emailed temporary password, first go to **Administration/Change Password** and change it to something you can remember.

## MAKE SURE YOUR TRAFFIC EDUCATION PROGRAM IS APPROVED

Student lists cannot be entered in TEDRS until there is an approved **TE01 District Application** with the correct program dates. **Example:** The correct school year is 2017 for course completion date(s) that fall between July 1, 2016 and June 30, 2017. A student list with a course completion date that ends in July or August 2017 must be entered in 2018.

## Step 1 - CREATE STUDENT LIST (TE03/04)

**PLEASE remember** that the student list has **four steps** that need to be entered in a logical sequence. You will not see all the columns on the form at first.

- Enter the student list any time prior to issuing TEP or TELL permits.
- When you first log into TEDRS, click on **Data Entry/Student List**. Select your district name. The current fiscal year will be shown in the year field. Do not change it unless you have a summer program that will end in July or August.
- Click **Add New Student List**. You only need to do this **ONCE** for each list you create.
- Enter the **Course Start Date** and **Scheduled Course Completion Date**.
- Click **Save**, then **Back**. You will see that the list has been created with columns for the four steps/certifications required to complete it.
- **Select** the list to open it.



## Step 2 - ENTER DATA INTO STUDENT LIST (TE03/04)

- **School:** Find your school name in the dropdown and select it.
- Enter the **Date Course Started**. Check the box **Date Course Started is Correct**. Click **Save**.
- **Add Instructors** with the dropdown list which includes approved traffic education teachers for your district. Highlight each instructor's name one at a time and click **Add Instructor** to place their name on the list. All teachers who have contact with the traffic education students must be on the instructor list.
- **Enter Student Names:** Click on **Import AIM Students**. This opens a screen showing students enrolled in your district who are traffic education age-eligible (14.5 years old on or before the completion date).
- You can sort the AIM list by last name by clicking on "Last Name" and you can filter students by entering the first few letters of their last name. Click **Select** to place the student names and birth dates on the list. To leave the AIM list, click **Done**.
- **Adding Student Names Manually:** Homeschooled or out-of-district students will not show up on the AIM list and need to be entered manually using the **Add New Student** button.
- Verify that student names match the legal names on their Driver License applications. If they do not match, make sure you are using the legal name. No nicknames are allowed.
- When all students have been entered on the list, click **Save**.

## CERTIFY THE NOTICE OF PARTICIPATION

- **Check the box** to certify the **Notice of Participation**. Your first name, last name, title and phone number must be entered. Click **Save**.
- At this point, you can enter the TEP date or you can wait until a few days before the first TELL test, and enter both dates together.

## Step 3 - ENTER PERMIT DATES AND ISSUE LEARNER LICENSES

- At the top of the list, above the list of students' names, are two date boxes. Enter the **TEP Issue date** and the **TELL Issue date** and click the button: **Assign Date(s) to All Students**.

The screenshot shows a software interface for managing student data. At the top, there are two buttons: "Import AIM Students" and "Add New Student". To the right of these is a text input field labeled "Filter by Last Name:" followed by a blue button labeled "Apply Student F". Below this, there is a row of controls: the word "Students:" followed by a "TEP Issue Date:" label and an empty text input field, then a "TELL Issue Date:" label and another empty text input field. To the right of these date fields is a prominent blue button labeled "Assign Date(s) to ALL Students".

- You can now print **TELL permits** to give to students who passed the knowledge exam. Only student names and birth dates print automatically on the permit along with the one-year learner license expiration date and the date their six-month GDL supervised practice ends. Complete the required sections of the permit and make sure it is signed by the applicant and the instructor.

- **TELL permits** should not be laminated. A Ziploc bag is the best way to protect the permit. **Be sure students know that you CANNOT print a replacement if they lose their permit.** They will have to request a replacement at the driver exam station and pay the \$10 fee.
- **Destroy any TELL permits that are not given out** (students can take the knowledge exam up to three times).
- **Students MUST be at least 14.5 years of age** to take the knowledge exam and receive a TELL permit. TEDRS will not print a TELL permit for students who are too young. Reschedule the test date for those students on or after the day they become age 14.5.

### ***CERTIFY PERMITS ISSUED AND SUBMIT FORMS TO EXAMINER***

- When permits are issued, certify the form by **checking the TEP and TELL boxes** at the bottom of the form. Enter your name, title and phone number and click **Save**.
- Click **Print Student List** to create a pdf version of the list. If nothing happens, you need to enable popups in your browser. This is required if you use a browser other than Internet Explorer. *Contact OPI if you need assistance.*
- **Within three days of issuing TELL permits to students**, you must submit all the Driver License applications with the certified TE03/TE04 Student List to the local driver exam station. If you are in a rural area, call or email the exam station to find out the best way submit the forms to them. You may be able to mail them if the examiners visit your area once or twice a month.

### ***Step 4 - COURSE COMPLETION AND REIMBURSEMENT REQUEST***

- Shortly before or following the last instructional day (including behind-the-wheel) with students, enter the completion data. Log into TEDRS, **select** the list.
- If the **Scheduled Completion Date** has not changed, check the box **Actual Course Completion Date is Correct**.
- If the completion date is different, update it with the **actual date**. Then check the box.
- Click **Save** and the **Completion Date** column will automatically fill with the completion date and all students will be shown successfully completed (passed).
- **Individually edit and update** any student who did not pass the course or has a different completion date. *(If you issued a learner license to a student under age 16 who failed the course, the license is now null and void. It's a good idea to ask them to return it to you.)*
- **Waive Driving Test:** If you give the CDTP driving test and the **majority** of your students pass and are waived, click the **Waive Driving Test** button to fill the column with Yes.
- **Edit** and **uncheck** (change to No) any student who failed the CDTP driving test. They will have to take the road test at the driver exam station when they apply for their Restricted License. Remember, 10 percent of your students will be randomly selected to take the road test again regardless of whether they were waived or not.

- Check all certification boxes, including the **Reimbursement Request**. Print and submit a copy for the Driver Examiner with the waived CDP road test score sheets (if applicable).
- Printing **Certificates of Completion** for your students is an option.

## ***SUBMIT THE STUDENT LIST TO OPI***

- You do **NOT** need to mail a printed copy of this form to the OPI. Completing all four steps and checking all the certification boxes successfully submits it to the Traffic Education Office for reimbursement in August.

**1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Student List**

## ***KEEP DOCUMENTS ON FILE AT YOUR DISTRICT***

- Make a copy of all submitted documents and keep on file for 5 years.
- Instructors who do all the paperwork for their traffic education class should make an extra copy of all submitted forms for the school district running the traffic education program.

## ***STUDENT SEARCH AND STUDENT COUNT REPORTS***

- **Student Search** under **Reports** helps you locate a student quickly in TEDRS. Search your school district with a few letters of the student's name. Select the student and the results will appear with the student's name, birth date, course start and completion dates, TEP and TELL issue dates, and successful completion and waive test results.
- Also under **Reports** is the **Student Count Report**. This report shows you if all your completed student lists have been received by the OPI and if your total students eligible for reimbursement have been recorded. One of the items on your **TE06 Year-end Report** (due by July 10) is the number of students who are eligible for reimbursement. This number determines your annual disbursement of traffic education funds in August from the OPI.

## ***CONTACT US!***

*Feel free to contact us if you need additional help with TEDRS or any other issues related to your Traffic Education Program.*

- Contact Patti Borneman, (406) 444-4432 or email [pborneman@mt.gov](mailto:pborneman@mt.gov)
- Contact Fran Penner-Ray, (406) 444-4396 or email [fpenner-ray@mt.gov](mailto:fpenner-ray@mt.gov)

