



NCMSEP CLASS REPORT FORM

Download available at: RC Login - RiderCoach Forms

<https://ncmsep.org/wp-login.php>

Username:

ncrc

Password:

61276NcRc!!

Please protect this password! We have had someone try to “clone” our site!




A Step by Step Guide to the
NCMSEP CLASS REPORT FORM

Thank you Scott Davis for designing and maintaining the form!

NCMSEP CLASS REPORT FORM

This screen will appear.



North Carolina Motorcycle Safety

Course Setup Template

Click here to Clear the ENTIRE FORM--->

Course Start Course End Date:

Course Location

Select the LOCATION below

Course Type

Select the Type of course below

Rider Coach Selection

Click here to Clear the Rider coach area on the form ->

Select Rider Coaches for this course Below

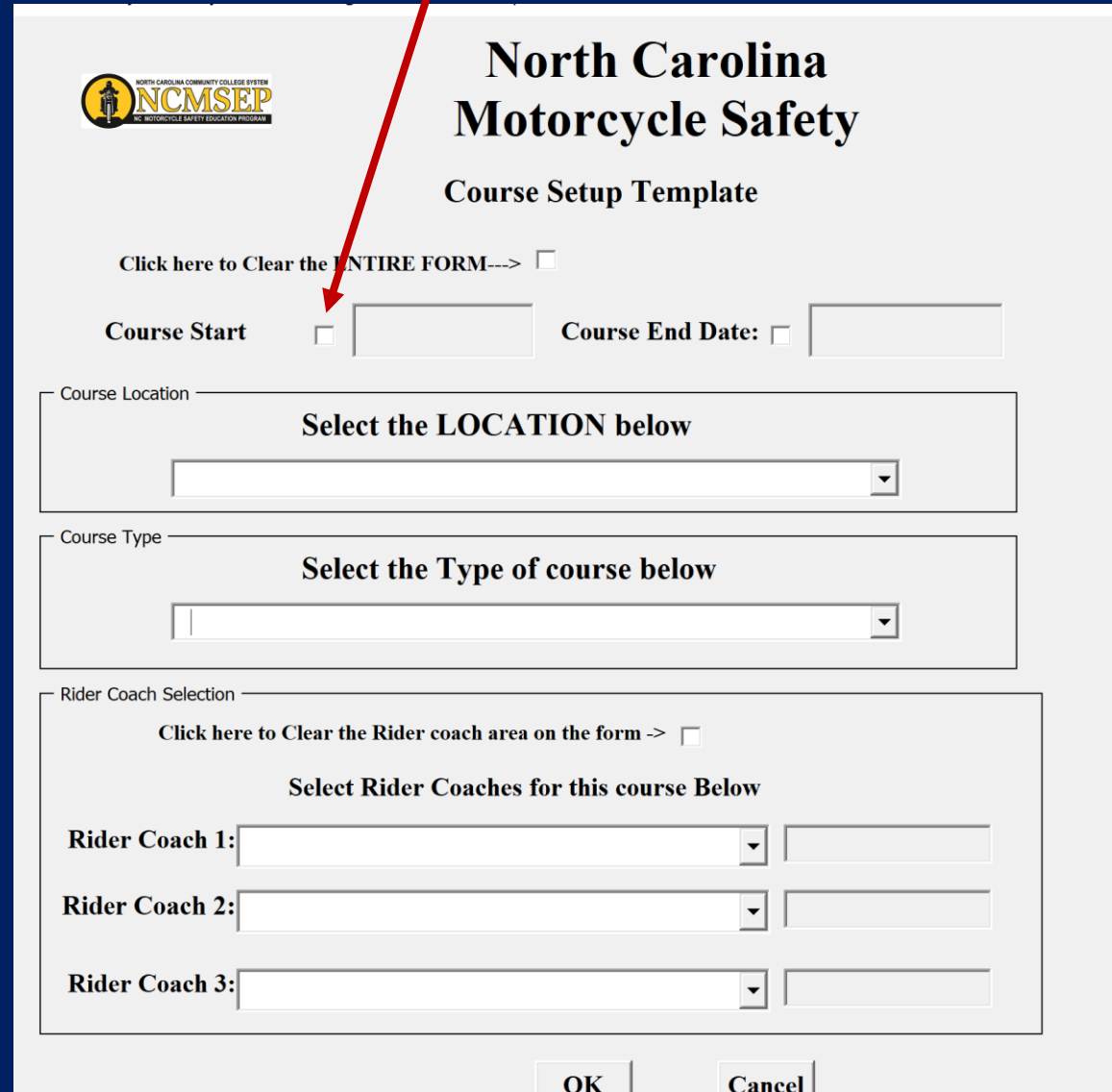
Rider Coach 1:


Rider Coach 2:

Rider Coach 3:

NCMSEP CLASS REPORT FORM

Check box for Course Start Date.



 **North Carolina
Motorcycle Safety**
Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start Course End Date:

Course Location
Select the LOCATION below

Course Type
Select the Type of course below

Rider Coach Selection
Click here to Clear the Rider coach area on the form ->

Select Rider Coaches for this course Below

Rider Coach 1:

Rider Coach 2:

Rider Coach 3:


OK Cancel

NCMSEP CLASS REPORT FORM

This screen will appear – Choose start date.

The screenshot shows a web form for the NCMSEP (North Carolina Community College System Motorcycle Safety Education Program). A "Select Date" calendar pop-up is open, showing October 2023 with the 11th highlighted. The form includes fields for Course Start, Course Location, Course Type, and Rider Coach Selection. The "Course Start" checkbox is checked. The "Rider Coach Selection" section has a "Click here to Clear the Rider coach area on the form" link and three rows for "Rider Coach 1", "Rider Coach 2", and "Rider Coach 3", each with a dropdown menu and a text input field. The form also features the NCMSEP logo and the text "North Carolina Community College System Motorcycle Safety Education Program".

NC Motor Cycle Safety Education Program - C Select Date

 NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
NCMSEP
NC MOTORCYCLE SAFETY EDUCATION PROGRAM

[Click here to Clear the ENTIRE](#)

Course Start

Course Location

Select the LOCATION below

Course Type

Select the Type of course below

Rider Coach Selection

[Click here to Clear the Rider coach area on the form ->](#)

Select Rider Coaches for this course Below

Rider Coach 1:

Rider Coach 2:


Rider Coach 3:

OK Cancel

NCMSEP CLASS REPORT FORM

Start date and end date will populate. You can change the end date by clicking here.

NC Motor Cycle Safety Education Program - Course Setup Form



North Carolina Motorcycle Safety

Course Setup Template

Click here to Clear the ENTIRE FORM--->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location
Select the LOCATION below


Course Type
Select the Type of course below

Rider Coach Selection
Click here to Clear the Rider coach area on the form >

NCMSEP CLASS REPORT FORM

Select the site location from the drop box or begin to type the location and it will populate.

NC Motor Cycle Safety Education Program - Course Setup Form



North Carolina Motorcycle Safety

Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location

Select the LOCATION below

Course Type


Rider Coach S

- Alamance Community College
- Asheville - Buncombe Technical Community College
- Beaufort Community College
- Blue Ridge Community College
- Blue Ridge Harley-Davidson
- Brunswick Community College
- Bulldog Harley-Davidson

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Select the type of course from the drop box or begin to type type and it will populate.

NC Motor Cycle Safety Education Program - Course Setup Form



North Carolina Motorcycle Safety

Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location

Select the LOCATION below

Lenoir Community College

Course Type

Select the Type of course below

Advanced Rider Course

Basic Rider Course

Basic Rider Course II

Returning Rider Basic Rider Course

Three Wheel Basic Rider Course

Rider Coach S


Rider Co

Rider Co

NCMSEP CLASS REPORT FORM

Select RiderCoach from the drop box or begin to type their last name and it will populate.

NC Motor Cycle Safety Education Program - Course Setup Form

 **North Carolina
Motorcycle Safety**
Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location
Select the LOCATION below
Lenoir Community College

Course Type
Select the Type of course below
Basic Rider Course

Rider Coach Selection
Click here to Clear the Rider coach area on the form ->
Select Rider Coaches for this course Below

Rider Coach 1: Wagner, Bob 107283

Rider Coach 2:


Rider Coach 3:

RiderCoaches are listed
alphabetically by Last
Name, First Name.

NCMSEP CLASS REPORT FORM

Select RiderCoach from the drop box or begin to type their last name and it will populate.

NC Motor Cycle Safety Education Program - Course Setup Form

 **North Carolina
Motorcycle Safety**
Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location
Select the LOCATION below
Lenoir Community College

Course Type
Select the Type of course below
Basic Rider Course

Rider Coach Selection
Click here to Clear the Rider coach area on the form ->

Select Rider Coaches for this course Below


Rider Coach 1:	Wagner, Bob	107283
Rider Coach 2:	Powers, Matt	276226
Rider Coach 3:		

RiderCoaches are listed alphabetically by Last Name, First Name.

NCMSEP CLASS REPORT FORM

Click "OK"

NC Motor Cycle Safety Education Program - Course Setup Form

 **North Carolina
Motorcycle Safety**
Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start 10/28/2023 Course End Date: 10/29/2023

Course Location

Select the LOCATION below

Lenoir Community College

Course Type

Select the Type of course below

Basic Rider Course

Rider Coach Selection

Click here to Clear the Rider coach area on the form ->

Select Rider Coaches for this course Below

Rider Coach 1: Wagner, Bob 107283

Rider Coach 2: Powers, Matt 276226


Rider Coach 3:

OK Cancel

NCMSEP CLASS REPORT FORM

Click here to **Clear the ENTIRE FORM.**

NC Motor Cycle Safety Education Program - Course Setup Form

 **North Carolina
Motorcycle Safety**
Course Setup Template

Click here to Clear the ENTIRE FORM-->

Course Start Course End Date:

Course Location
Select the LOCATION below

Course Type

Rider Coach

Rider Coach 2:

Rider Coach 3:

OK Cancel

Entire form will CLEAR:
Course Dates, Training Site, Course Type, RiderCoach Information and Student Information will all CLEAR.

NCMSEP CLASS REPORT FORM

The form will make changes appropriate to the course selected.

Some classes don't include test scores.

Printed at: _____

Setup Clear Sheet

	Gender	Test Scores Know. Skill	Student Code P/F/D/N	Incident s	Com

NCMSEP CLASS REPORT FORM

Please remember to indicate "Incidents."

					Setup	Clear Sheet	Print
Driver's License #	Gender	Test Scores Know. Skill		Student Code P/F/D/N	Incidents	Completion Card #	

Incidents: Select number of incidents from that student

NCMSEP CLASS REPORT FORM

When you are done, you may click "Print."

m - Course Score Sheet

TO 10/29/2023 **BRC**

noir Community College
Kinston, NC - CC

Printed at:

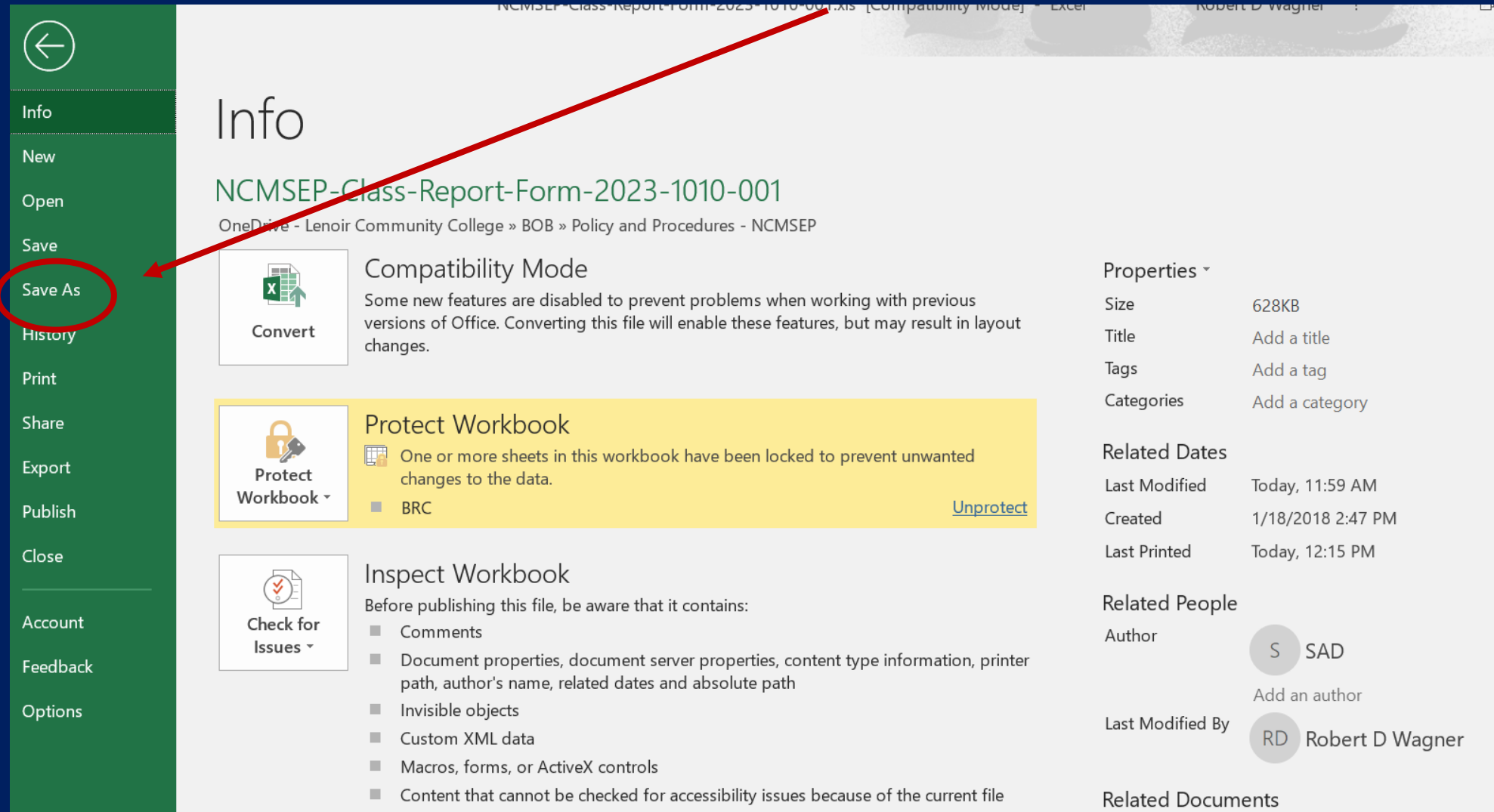
er Course

Birth Date mm/dd/yy	Driver's License #	Gender	Test Scores Know. Skill	Student Code P/F/D/ M	Inci de nt	Completion Card #	DH7 WAIVER ISSUED Y/N

NOTE:
If you don't use the "Print" button, the form won't print properly.

NCMSEP CLASS REPORT FORM

The form can be saved: **File, Save As:**



The screenshot displays the Microsoft Excel ribbon interface. The 'File' tab is selected, and the 'Save As' option is circled in red. A red arrow points from the text 'The form can be saved: File, Save As:' to the 'Save As' option. The main content area shows the 'Info' ribbon with the following sections:

- Compatibility Mode:** Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.
- Protect Workbook:** One or more sheets in this workbook have been locked to prevent unwanted changes to the data. (BRC) [Unprotect](#)
- Inspect Workbook:** Before publishing this file, be aware that it contains:
 - Comments
 - Document properties, document server properties, content type information, printer path, author's name, related dates and absolute path
 - Invisible objects
 - Custom XML data
 - Macros, forms, or ActiveX controls
 - Content that cannot be checked for accessibility issues because of the current file

On the right side, the 'Properties' pane is visible, showing the following information:

- Size:** 628KB
- Title:** Add a title
- Tags:** Add a tag
- Categories:** Add a category
- Related Dates:**
 - Last Modified: Today, 11:59 AM
 - Created: 1/18/2018 2:47 PM
 - Last Printed: Today, 12:15 PM
- Related People:**
 - Author: S SAD
 - Add an author
 - Last Modified By: RD Robert D Wagner
- Related Documents:**

NCMSEP CLASS REPORT FORM

Please save file as “Sitename-yyymmdd-classtype”

Example: Lenoir-20231028-BRC

Make sure that a digital **EXCEL** copy (**not a .pdf**)
is submitted to:

dpwilliams01@lenoircc.edu

As soon as possible after class completion.

Thanks again to Scott Davis for designing and
maintaining our

NCMSEP CLASS REPORT FORM!