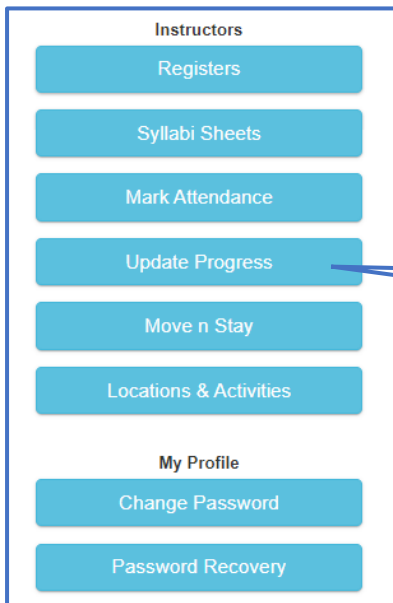# Marking Progress

SwimSoft allows you to track your student's progress by marking each task as **Fair**, **Good** and **Passed**. To do this as an instructor you will first need to log in at the following URL.
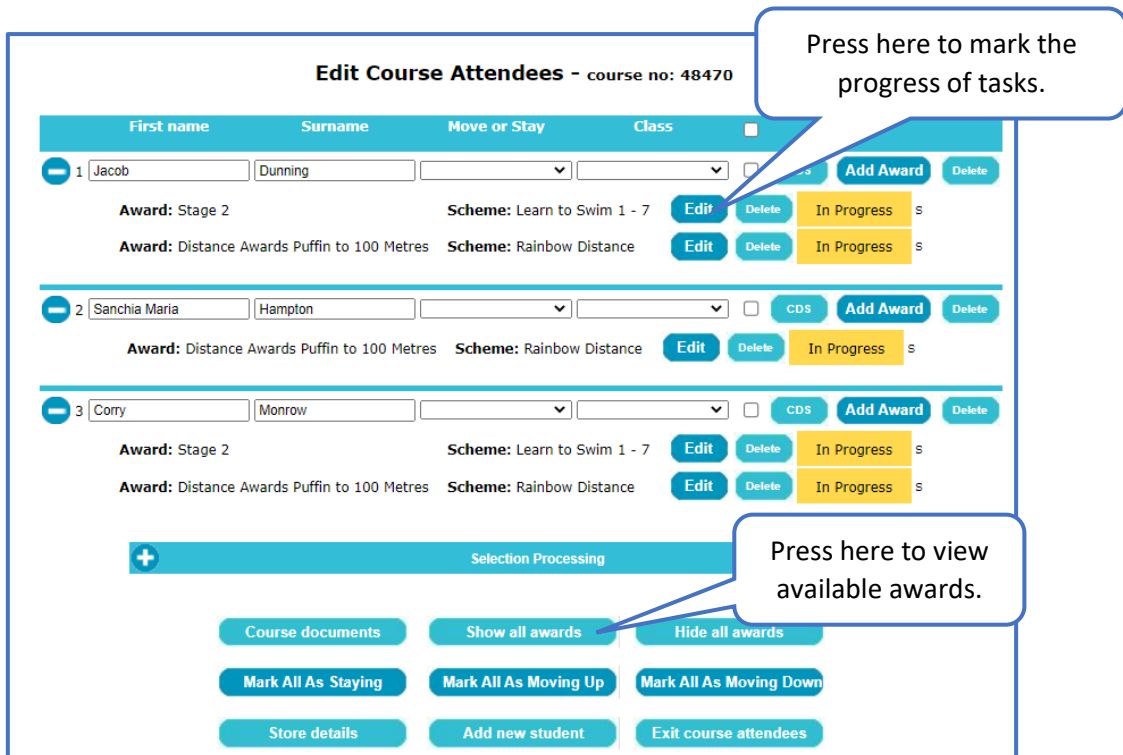
https://morleisure.co.uk/portal/ms3rs_login.asp

Once you have logged in, you may see a list of **locations/activities** that you have access to, you will need to **select** the one you wish to mark progress for.

You will then see the **Main Menu**, from here you can press the **Update Progress** button.

Once on the **Update Progress** page, there will be a list of all your courses at the current location/activity. Pressing the blue **Students** button will show you all the students on the relevant course. The **Show All Awards** button will allow you to view and mark the available awards by pressing the **Edit** button.

You can then press the **Fair**, **Good** or **Passed** button relevant to each task. If a student has passed the whole award, you can select the **Passed tick box** at the top of the page to do this more efficiently.

If your organisation does so, you can type a **comment** for the student in the **Comments** box. Once fully complete, press the **Report Complete** button which will send the report through to your Administrator for approval. If you have not finished but do not want to lose any progress, press the **Store Data** button which saves your work so far so you can revisit it later.

Jacob Dunning
Stage 2 ☐ Passed

Task					
Jump in from poolside safely to a minimum depth of 1.0 metre.	Reset	Fair	Good	Passed	
Blow bubbles a minimum of three times rhythmically, with nose and mouth submerged.	Reset	Fair	Good	Passed	
Move from a flat floating position on the back and return to standing without support.	Reset	Fair	Good	Passed	
Move from a flat floating position on the front and return to standing without support.	Reset	Fair	Good	Passed	
Push from a wall and glide on the back - arms can be by the side or above the head.	Reset	Fair	Good	Passed	
Push from a wall and glide on the front with arms extended.	Reset	Fair	Good	Passed	
Travel using a recognised leg action with feet off the pool floor on the back for 5 metres, without the use of floatation equipment.	Reset	Fair	Good	Passed	
Travel using a recognised leg action with feet off the pool floor on the front for 5 metres, without the use of floatation equipment.	Reset	Fair	Good	Passed	

Comments
480 characters remaining

[Store data]   [Report complete]   [Exit]