Student Engagement and Attendance (SEA) System

Contents

1. How to log into the system

Go to https://westminster.seats.cloud/

Log in using your username@westminster.ac.uk and your normal password. Please note, the username is not my.westminster.ac.uk so please remove the "my" if it appears and just use username@westminster.ac.uk.

You will see your calendar, defaulted to the current week. Any classes you have scheduled up until the next day will be displayed with a list of the events showing on the left. Events beyond tomorrow's date won't be visible in this calendar view. Please check your 'CMISGo Timetable' for your future scheduled classes.

Your calendar will look similar to this:
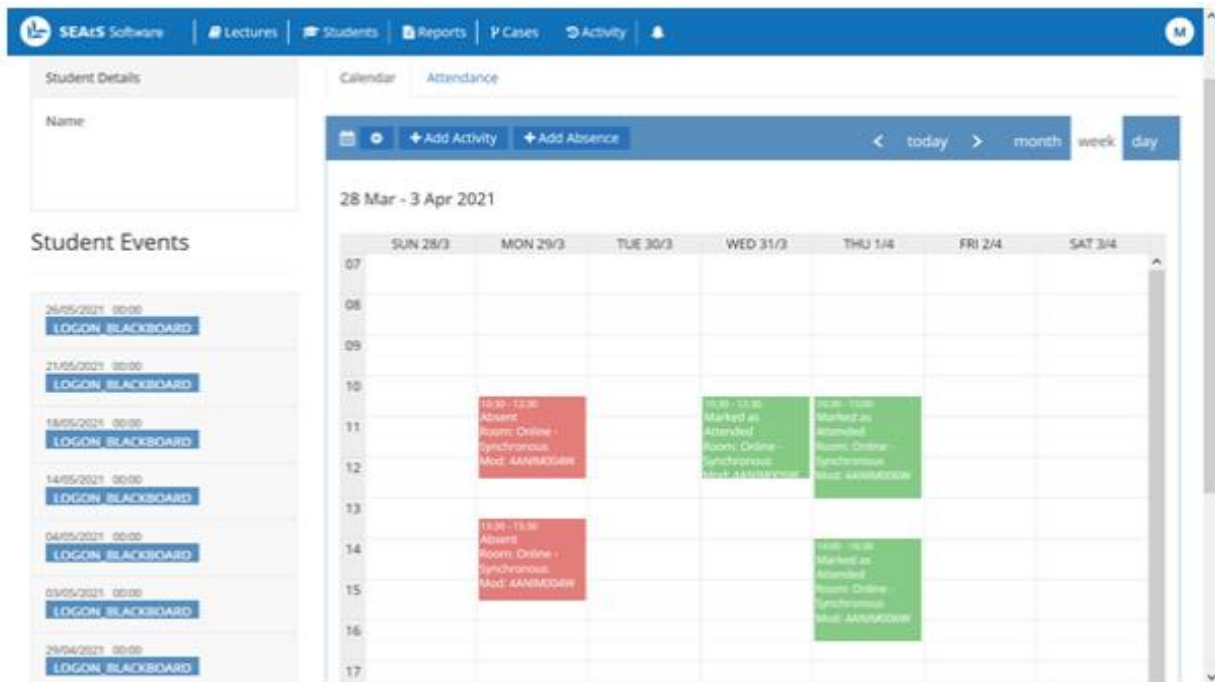
2. How to view your attendance

If you click on the 'Attendance tab' (see above), you will see your percentage attendance figure. This shows the number of compulsory timetabled events that you have successfully logged/swiped into as a percentage of the total number of your compulsory timetabled events.

To log out of the system once you're finished, click on your name in the top right-hand corner then click 'Sign Out'.

3. How to record your attendance

To successful record your attendance, swipe your student ID card on one of the readers located on the walls of the teaching space. Remember you only need to swipe into the reader at the beginning of your class – you don't need to swipe out when you leave.

To register your attendance, you need to swipe in no earlier than 15 minutes before your class starts and no later than 16 minutes before the class ends. For example, if your class is 10am to 12pm, you can swipe between 9:45am and 11:44am. Swiping less than 16 minutes before the class ends will not register your attendance. The only exception to this is if you are taught in a studio when you can swipe in at any time within the scheduled studio time.

When you swipe your ID card you should see a green tick and your student ID number on the reader. If you don't see your student ID number, please swipe again until it shows both a green tick and your student ID number, which confirms you've registered your attendance correctly.

If you have back-to-back classes you must swipe into each event separately.

If you attended a class but the attendance has not been recorded, or you forgot your ID card and could not swipe in, you will need to add a note to your attendance record.

4. How to record an absence

If you were unable to attend a class, or if you attended a class but the attendance has not been recorded, you will need to add a note to your attendance record. You can do this by clicking on the 'Add Absence' button at the top of your calendar in SEA.

You can then add information about the date and time of the class, the reason for the attendance not being recorded and a comment if needed.

Absence Details

Start Date	📅 28/08/2024
Start Time	🕐 07:00 ⌄
End Date	📅 28/08/2024
End Time	🕐 23:00 ⌄
Type.	Agreed Absence ⌄
Email function not in use.	
Email studentcentre to raise a query about your attendance	
Add Attachment	Choose File No file chosen

💾 Save   Cancel

Click on the save button. This information has now been added to your attendance record.

Please note that adding information to your SEA record does not alter the attendance status of the timetabled event(s) in question. If you did not successfully swipe or log into Blackboard at the required time it will still show as an absence, but it will be considered by staff monitoring your attendance.

Please be aware that notes added to the 'Add Absence' notes field are to help staff reviewing your attendance. If you have a question or an issue that needs resolving, then please contact the Student Centre through Compass or by emailing studentcentre@westminster.ac.uk.

If you swiped in correctly (you saw a green tick **AND** your student ID number on the reader) during the swipe window of the class (no earlier than 15 minutes before your class starts and no

later than 16 minutes before the class ends) but it did not register, then you are responsible for raising the issue by contacting the Student Centre.

5. Further information

For further information about the Student Engagement and Attendance System and your attendance record please see the document titled 'SEA Queries – Guidance for Staff and Students' on the Student Engagement and Attendance web page.