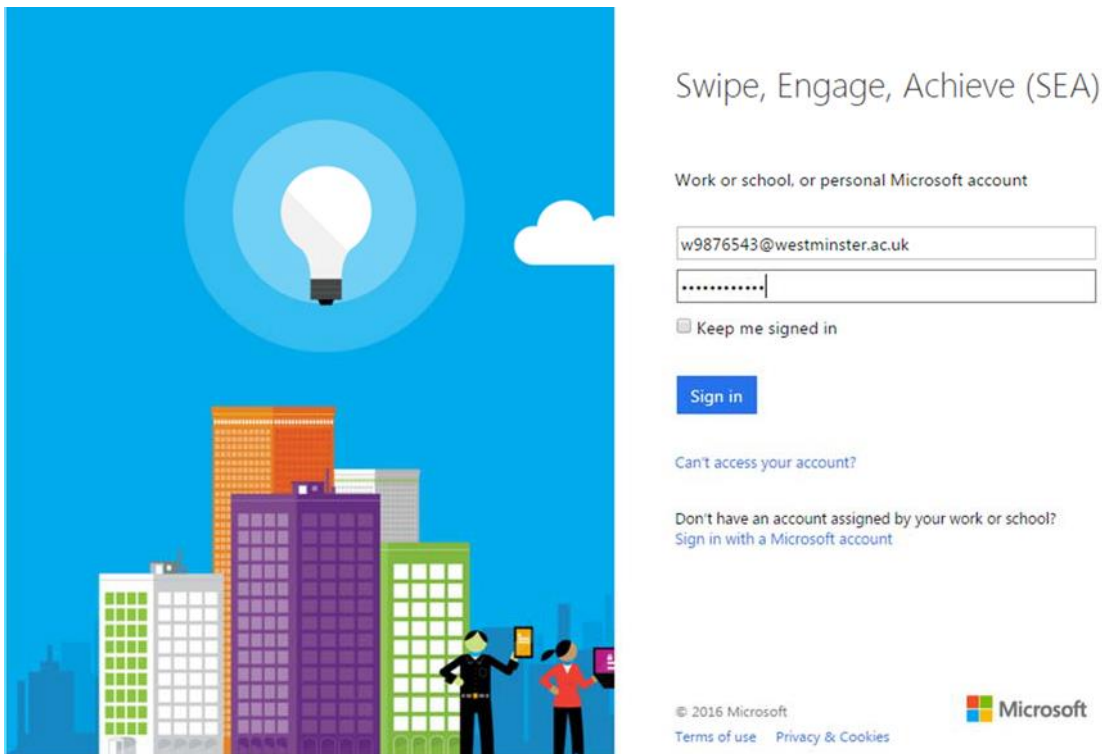
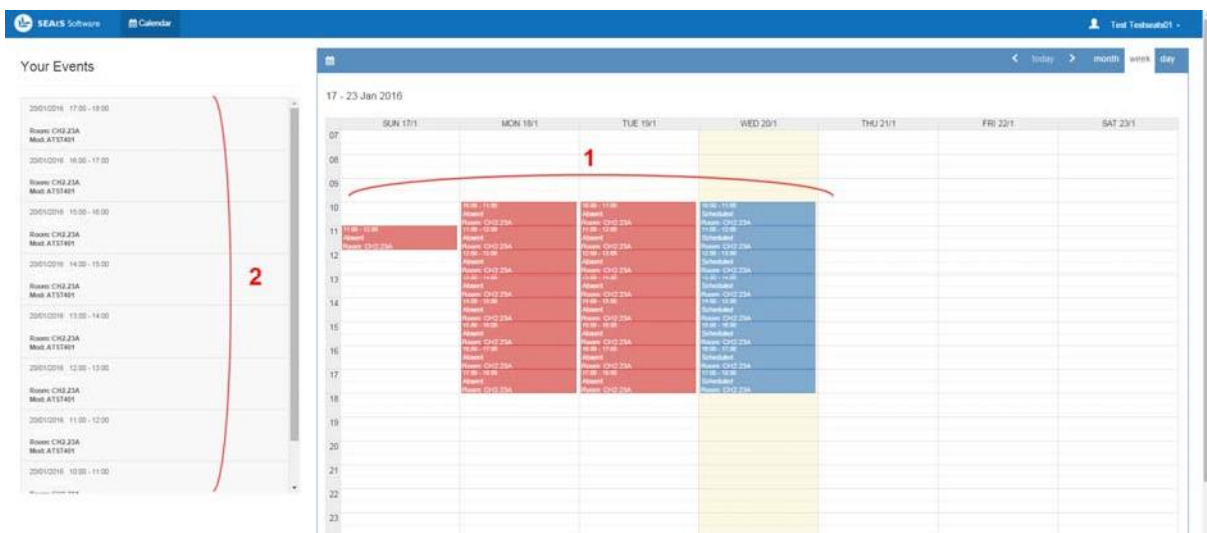


Student Engagement and Attendance (SEA) System

Go to <https://westminster.seatsportal.co.uk> and log in using your username@westminster.ac.uk and your normal password.



You will see your calendar, defaulted to the current week. Any classes you have scheduled up until the next day will be displayed {1}, with a list of the events showing on the left {2}. Events beyond tomorrow's date won't be visible in this calendar view – you should check your timetable for your scheduled classes.

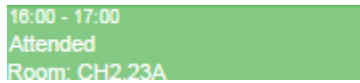


N.B. Remember, you need to touch in no earlier than 15 minutes before, or 30 minutes after the start of your class. So if your class starts at 10am, you can touch between 9.45 and 10.30.

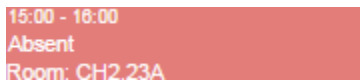
Any event that hasn't happened yet will show in your calendar as 'Scheduled'



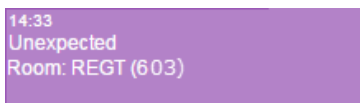
As you touch in to readers in classrooms, your calendar will update to show 'Attended' for that class.



If you do not touch in to your class, or you touch in too early or too late (see above), then you will be shown as 'Absent'



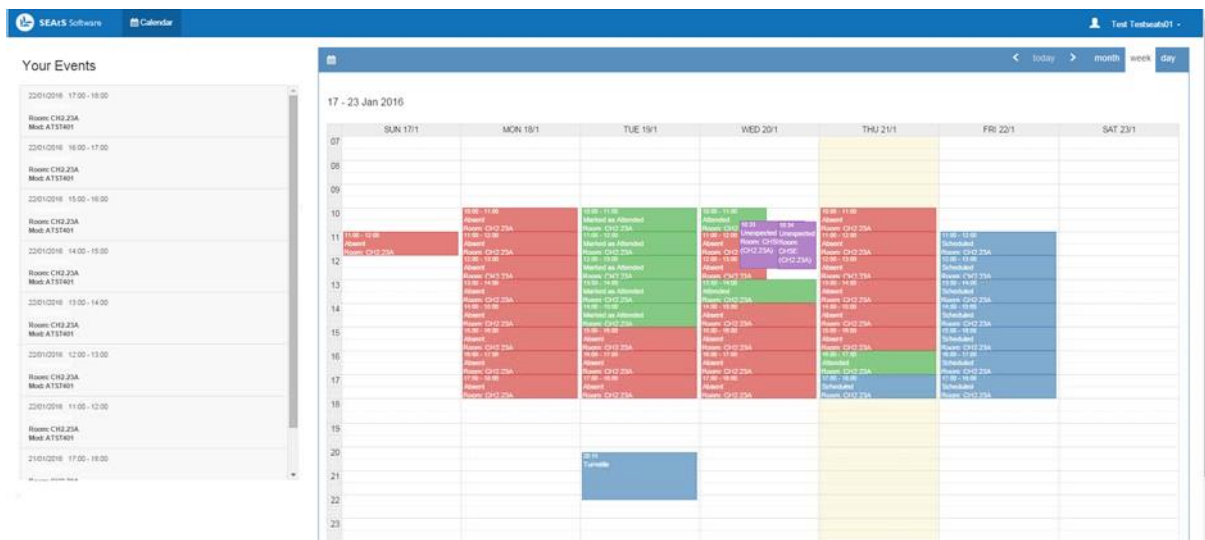
If you do touch in at the wrong time, or into a room where you didn't have a scheduled class, this will appear on your calendar as an 'Unexpected' event.



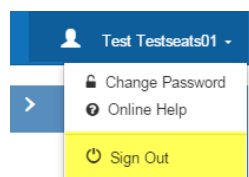
You will also be able to see the last time you went through one of the entrance/exit turnstiles on that day.



Overall, your calendar will probably look like this



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



What to do if you experience difficulties with your attendance record

You only need to swipe in at the beginning of your class - you don't need to swipe out when you leave. You need to swipe in no earlier than 15 minutes before your class starts and no later than 30 minutes after the start. **If you do not swipe in during these times your attendance will not be recorded.**



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.

How to note attendance/absences

If you attended class but the attendance has not been recorded or you forgot your ID card so could not swipe in 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.

Calendar

 + Add Activity + Add Absence

23 - 29 Sep 2018

	SUN 23/9	MON 24/9	TUE 25/9
07			
08			
09		09:00 - 13:00 Absent	09:00 - 11:00 Absent

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

Start Time

End Date

End Time

Type

E-mail

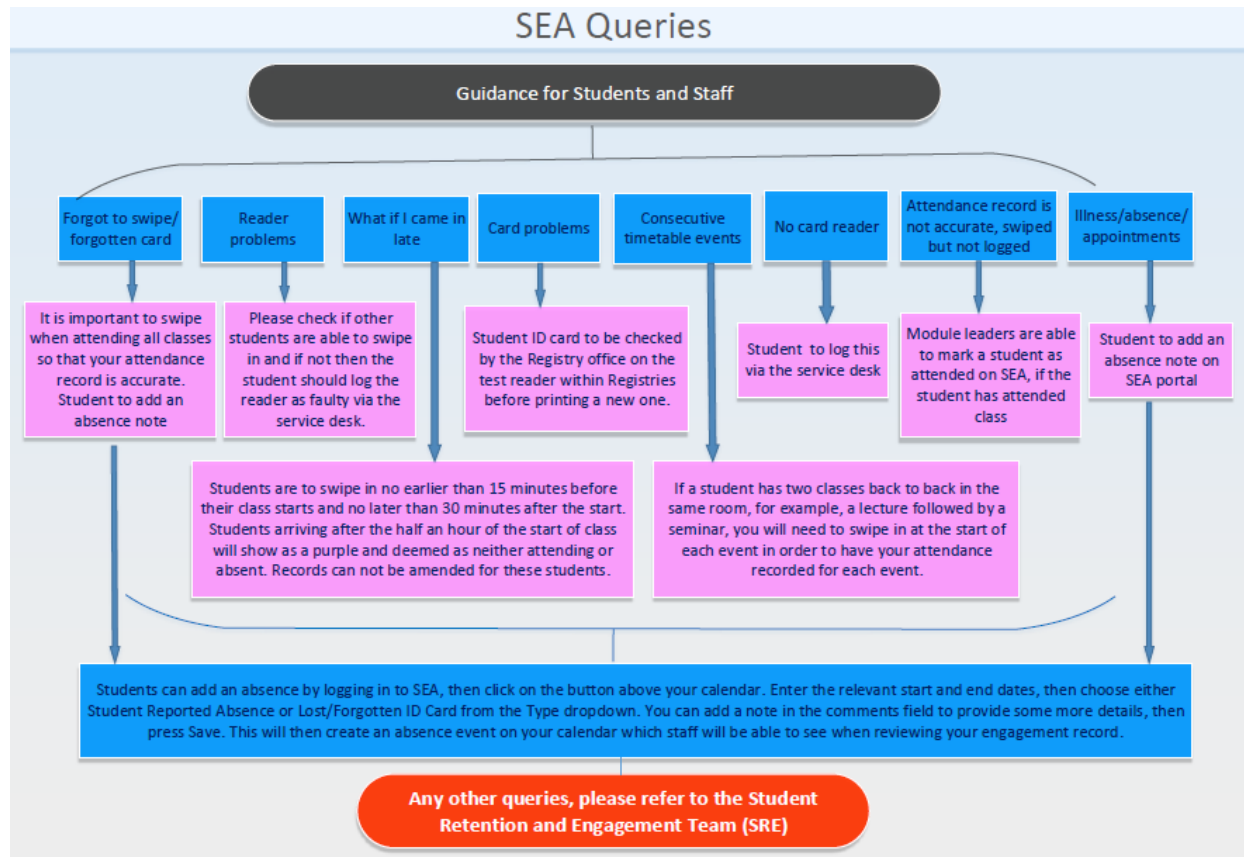
Comment

Add Attachment No file chosen

Click on the save button and this information has been added to your attendance record.

You will need to resolve the reason why the swipe has not been recorded so it does not happen again and the attendance can be noted through the normal swiping in process. Information on who to contact depending on the nature of the problem you are experiencing can be found below.

If you were not able to attend class you can add an absence note in the same way as described previously by clicking on the add absence button and select a reason for the absence which can then be saved to your attendance record.



Student Retention and Engagement Team
retention@Westminster.ac.uk