Student Engagement and Attendance (SEA) System

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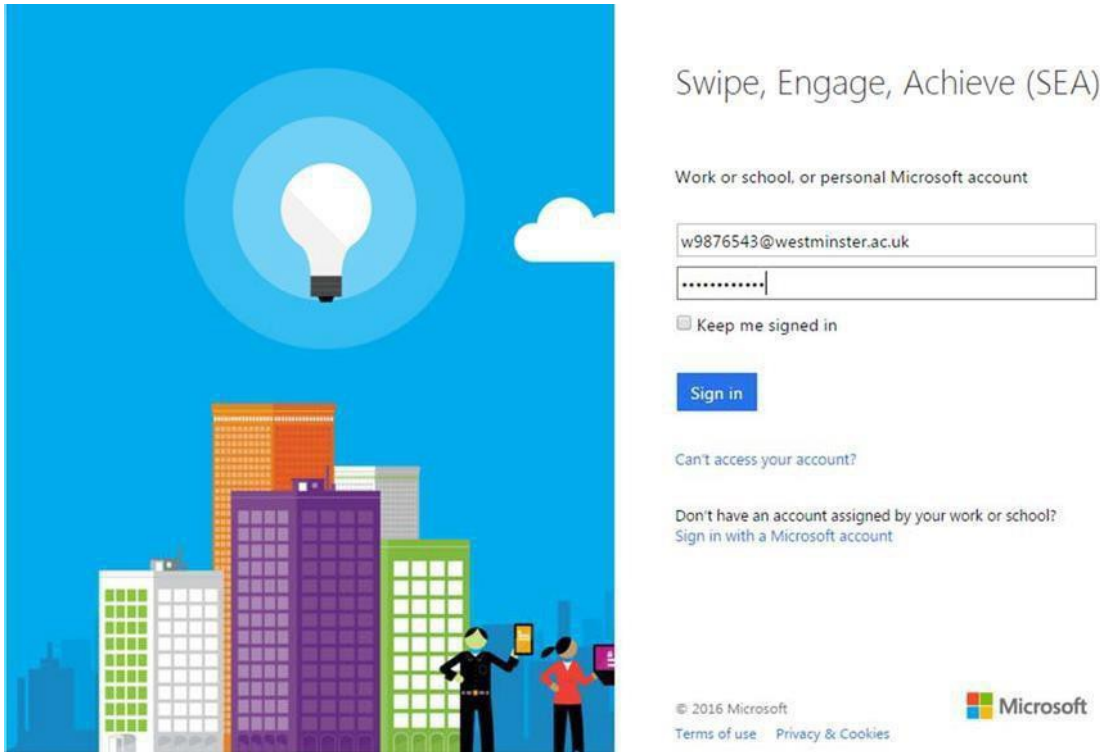
You will see your calendar, defaulted to the current week. Any classes you have scheduled up until the next day will be displayed {1}, with a list of the events showing on the left {2}. Events beyond tomorrow's date won't be visible in this calendar view – you should check your timetable for your scheduled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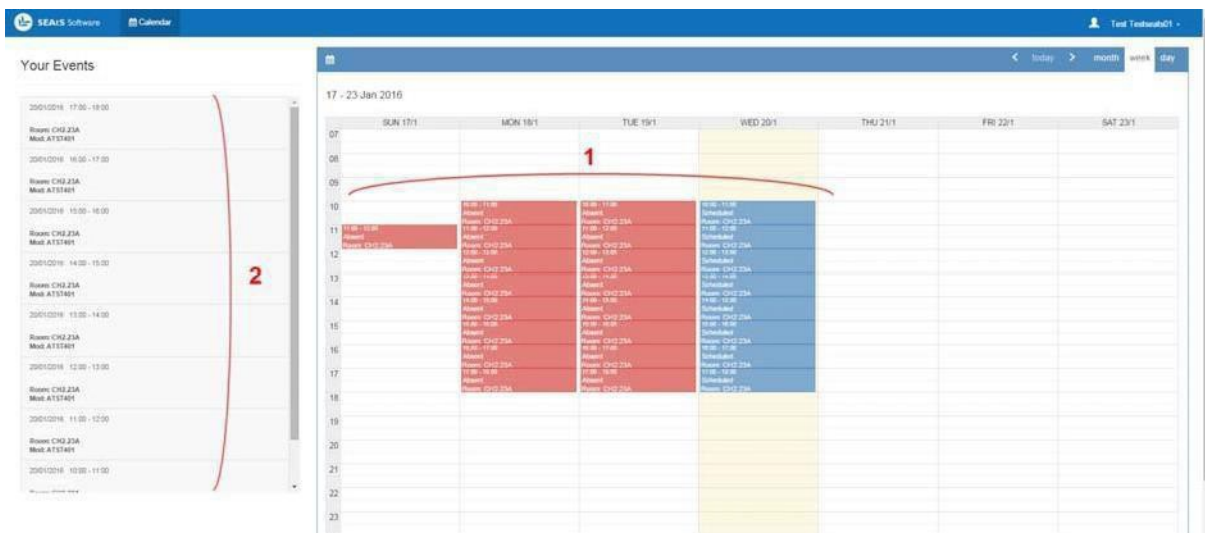

N.B. Remember, you need to swipe in no earlier than 15 minutes before the start of your class and before your class ends. So if your class starts at 10am, you can touch between 9.45 and the end of the class. You can`t swipe in once the class ends.

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

17:00 - 18:00
Scheduled
Room: CH2.23A

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

16:00 - 17:00
Attended
Room: CH2.23A
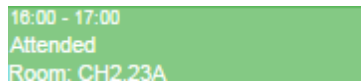
If you do not touch in to your class, or
you touch in too early or too late
(see above), then you will be shown
as 'Absent'

15:00 - 16:00
Absent
Room: CH2.23A

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.

14:33
Unexpected
Room: REGT (603)
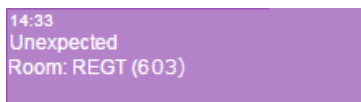
You will also be able to see the last time
you went through one of the entrance/exit
turnstiles on that day.

20:15
Turnstile

Overall, your calendar will probably look like this
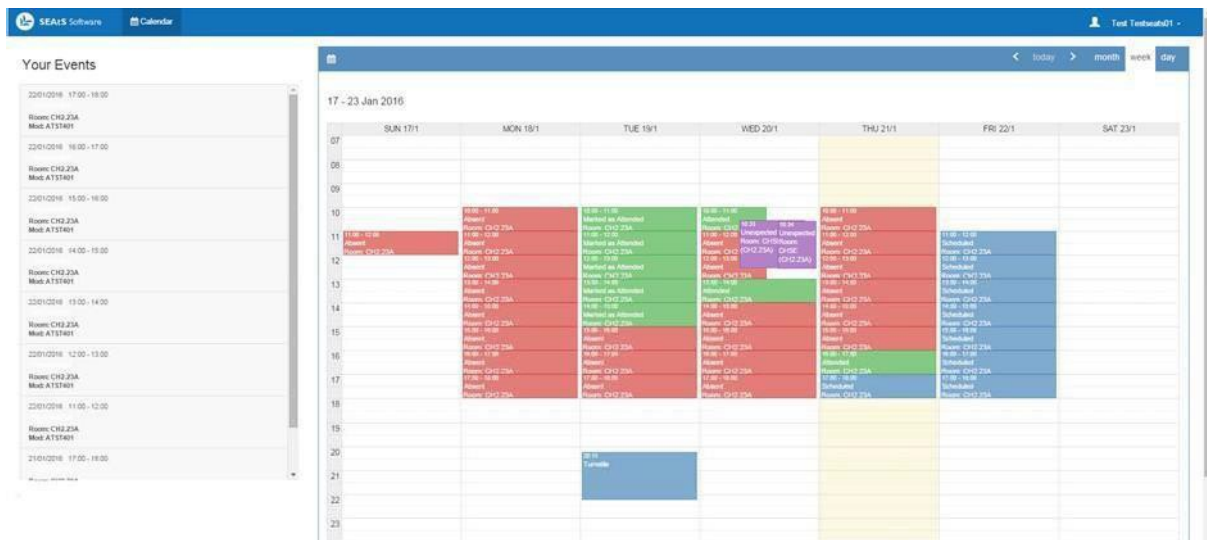
To logout of the system once you're finished
click on your name in the top right-hand corner
then Sign Out.

● Test Testseats01 -
🔒 Change Password
❓ Online Help
⏻ 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 start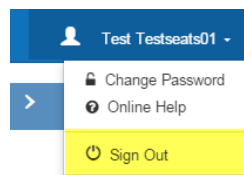s and no later than 30 minutes after the start. **If you do not swipe in during these times your attendance will not be recorded.**
The only exception to this is if you are taught in a studio when you can swipe in at any time within the scheduled studio time.

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.

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.

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.

SEA Queries

Guidance for Students and Staff

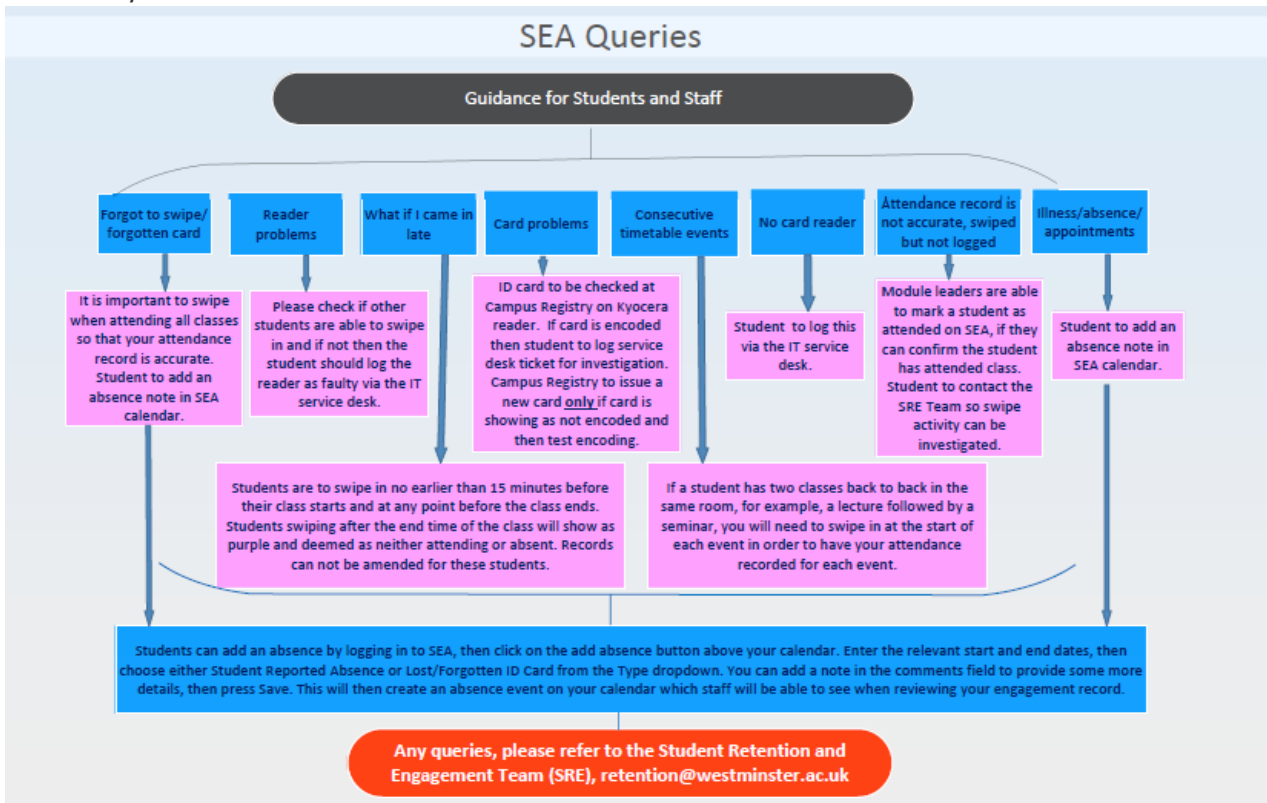| Forgot to swipe/ forgotten card	Reader problems	What if I came in late	Card problems	Consecutive timetable events	No card reader	Attendance record is not accurate, swiped but not logged	Illness/absence/ appointments

It is important to swipe when attending all classes so that your attendance record is accurate. Student to add an absence note in SEA calendar.

Please check if other students are able to swipe in and if not then the student should log the reader as faulty via the IT service desk.

ID card to be checked at Campus Registry on Kyocera reader. If card is encoded then student to log service desk ticket for investigation. Campus Registry to issue a new card <u>only</u> if card is showing as not encoded and then test encoding.

Student to log this via the IT service desk.

Module leaders are able to mark a student as attended on SEA, if they can confirm the student has attended class. Student to contact the SRE Team so swipe activity can be investigated.

Student to add an absence note in SEA calendar.

Students are to swipe in no earlier than 15 minutes before their class starts and at any point before the class ends. Students swiping after the end time of the class will show as purple and deemed as neither attending or absent. Records can not be amended for these students.

If a student has two classes back to back in the same room, for example, a lecture followed by a seminar, you will need to swipe in at the start of each event in order to have your attendance recorded for each event.

Students can add an absence by logging in to SEA, then click on the add absence button above your calendar. Enter the relevant start and end dates, then choose either Student Reported Absence or Lost/Forgotten ID Card from the Type dropdown. You can add a note in the comments field to provide some more details, then press Save. This will then create an absence event on your calendar which staff will be able to see when reviewing your engagement record.

Any queries, please refer to the Student Retention and Engagement Team (SRE), retention@westminster.ac.uk

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