

Student Engagement and Attendance (SEA) System

Table of Contents

1. Logging into the System.....1.

2. How to note attendance/absences2.

3. Further queries.....3.

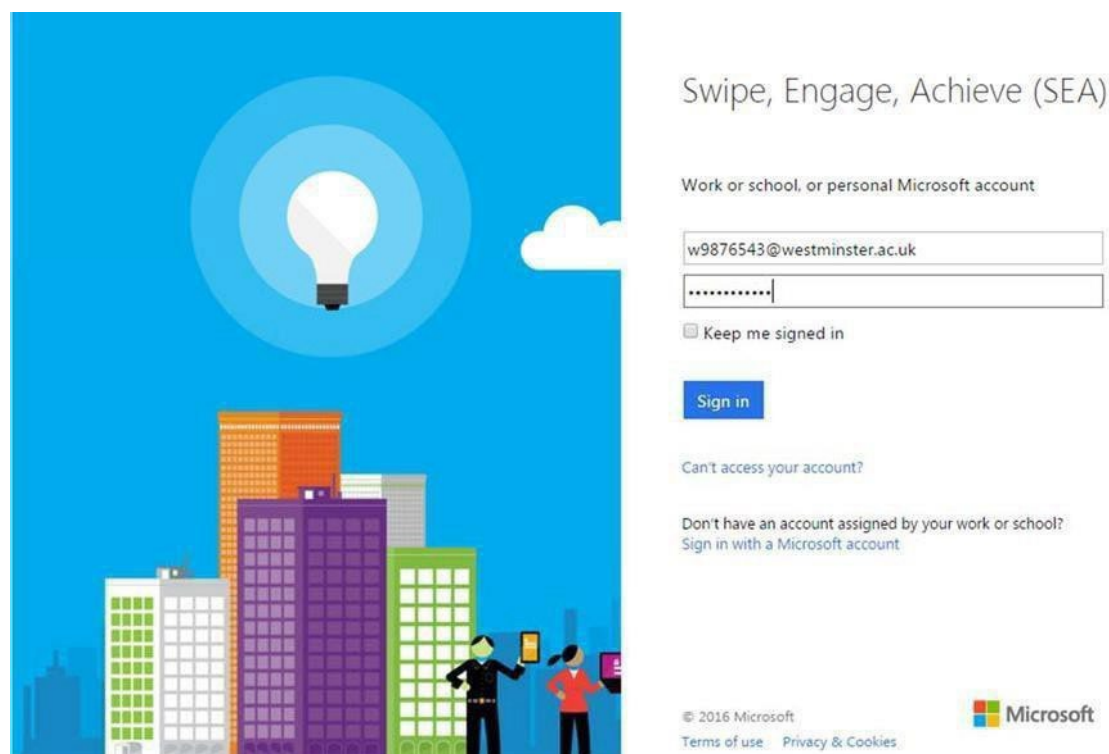
1. Logging into the System

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)

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Updated: July 2025

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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 – you should check your [CMISGo timetable](#) for your scheduled classes.

Overall, your calendar will look similar to this:

	Sun 5/11	Mon 6/11	Tue 7/11	Wed 8/11	Thu 9/11	Fri 10/11	Sat 11/11
07:00							
08:00							
09:00			Programming Methodology I - Lecture	Applied Mathematics - Lecture 09:00 - 11:00	Programming Methodology I - Seminar		
10:00							
11:00				Introduction to Cyber Security and Forensics - Lecture	Introduction to Cyber Security and Forensics - Seminar		
12:00							
13:00							
14:00							
15:00					Applied Mathematics - Seminar 15:00 - 17:00		
16:00							

SEA: Student Access Guide

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Student Engagement and Attendance Team

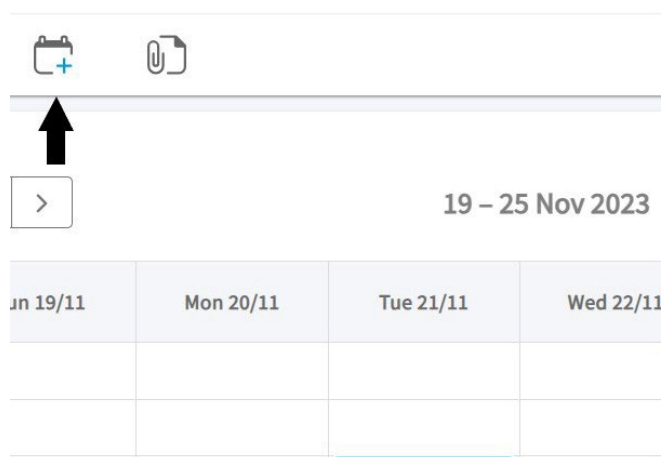


If you click on the Analytics tab, you will see a bar graph containing your overall attendance percentage and your attendance percentage for each module you are taking. This confirms the number of compulsory timetabled events which you have successfully logged/swiped into as a percentage of the overall number of compulsory timetabled events which appear on your timetable. To logout of the system once you're finished click on your name in the top right-hand corner then Sign Out.

2. 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 absence and if you attended the reason the attendance was not recorded and a comment if needed.

SEA: Student Access Guide

Updated: July 2025

Student Engagement and Attendance Team

Add Absence/Activity

Add Absence

Type *

Start Date *

Start Time *

End Date *

End Time *

Cc E-Mail [Optional]

File

No file uploaded yet.

Comment *

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

Please note that adding information to your SEA record in this way does not alter the attendance status of the timetabled event(s) in question, i.e., it will still show an absence but provides context for staff who check your record. A status of attendance in SEA is generated by a student making a successful swipe on the card reader for on-site classes during the required time period. This is no earlier than 15 minutes before the class starts and no later than 16 minutes before it ends. For online classes an attendance status is based on accessing the module blackboard site and undertaking the required activity for the class in question within the required swipe window.

Please also note that the absence notes field in the Add Absence function of your SEA record does not allow communication directly from your SEA record. If you have a query relating to your attendance status in your SEA record, then please contact the [Student Centre](#).

You will need to resolve the reason why the swipe has not been recorded so it does not happen again. Information on who to contact depending on the nature of the problem you are experiencing can be found in [section 3 on further queries](#).

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.

3. Further Queries?

Information about how your attendance is recorded at onsite and online events, including what you should do if you have back-to-back classes and for answers to further queries about SEA or your attendance record

SEA: Student Access Guide

Updated: July 2025

Student Engagement and Attendance Team

can be found at the [Student Engagement and Attendance](#) web page and in the document titled [SEA Queries – "Guidance for Staff and Students"](#).