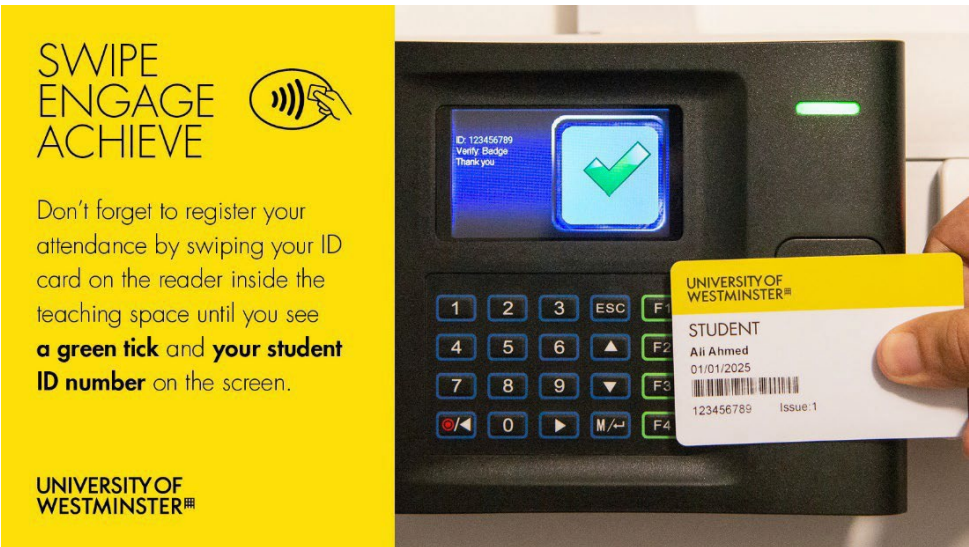




Student Engagement and Attendance (SEA) System

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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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Swipe, Engage, Achieve (SEA)

Work or school, or personal Microsoft account

w9876543@westminster.ac.uk

.....

☐ Keep me signed in

Sign in

Can't access your account?

Don't have an account assigned by your work or school?

[Sign in with a Microsoft account](#)

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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:

today	<	>	5 – 11 Nov 2023					funnel	day	week	month	list
	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												

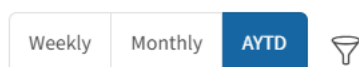
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Click the Analytics tab to view a line graph that illustrates your weekly attendance trend. To see your overall attendance percentage, select the AYTD button (shown in the image below) and hover the cursor over the bar with attendance. If you want to check your attendance percentage for each module, click the arrows. This will open a bar chart displaying your attendance percentage for every module you are registered on.

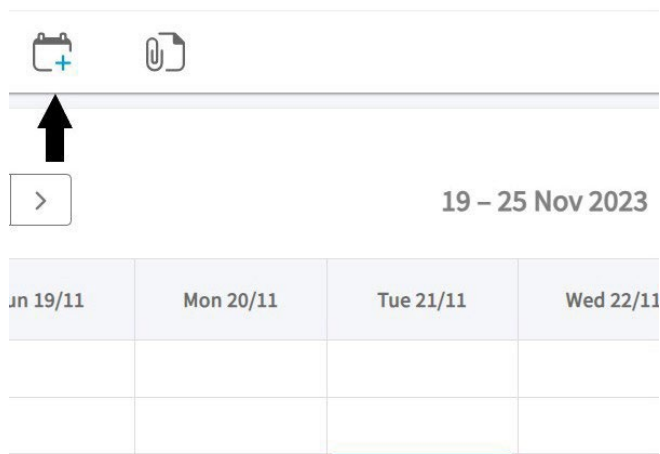


Attendance is calculated based on the number of compulsory timetabled events that you have successfully logged/swiped into, expressed as a percentage of the total number of compulsory timetabled events which appear on your timetable.

When you have finished using the system, click your name in the top-right corner of the screen and select Sign-out.

2. How to note attendance/absences

If you attended a class but your attendance was not recorded, or you forgot your ID card and were unable to swipe in, you should add a note to your attendance record. To do this, click the Add Absence button located at the top of your calendar in SEA.



You can then enter the date and time of the class, select the reason for the absence, and, if you attended but your attendance was not recorded, explain why it was not captured. You may also add any additional information in the Comments field, if required.

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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 using the Add Absence function does not change the attendance status of the timetabled event(s) in question. The event will continue to be recorded as an absence; however, the note provides context for staff reviewing your attendance record.

For onsite classes, an attendance status on SEA is generated when you successfully swipe your student ID card on the card reader within the required time frame. This time frame is no earlier than **15 minutes before the class starts** and no later than **16 minutes before the class ends**.

For online classes, attendance is recorded when you access the relevant module Blackboard site and complete the required activity for that class within the required time frame.

Please note, the absence notes field within the Add Absence function is not a communication tool and does not allow messages to be sent directly to staff. If you have a query about your attendance record in SEA, please contact the [Student Centre](#) for assistance.

Where attendance has not been recorded correctly, it is important to identify and resolve the cause to prevent the issue from recurring. Please see the [SEA Queries](#) page for information on who to contact and how to resolve common issues.

If you were unable to attend a class, you can add an absence note (as described previously) by clicking the **Add Absence** button and selecting the appropriate reason for your absence. This information will 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 can be found at the [Student Engagement and Attendance](#) web page and in the document titled [SEA Queries – "Guidance for Staff and Students"](#).