## Student Engagement and Attendance (SEA) System

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

| ur Events                                       |                          | 💼 < today > month seek day  |   |  |          |          |          |  |
|---|--------------------------|---|---|--|----------|----------|----------|--|
| 110000000                                       | 17 - 23 Jan 2016         |   |   |  |          |          |          |  |
| 01/0018 17:00-18:00<br>ent CH2:33A<br>e ATSTARI | SUN 17/1                 | MON 18/1  | TUE 19/1  | WED 20/1   | THU 21/1 | FRI 22/1 | SAT 23/1 |  |
| 01/2018 18:00-17:00                             | 08                       |   | 1   |  |          |          |          |  |
| wi CH3.25A<br>g.AT\$7481                        | 09                       |   |   |  | -        |          |          |  |
| 010016 15:00 - 16:00                            | 10                       | About<br>About<br>Room O/0.25A                                      | Abavet<br>Abavet<br>Rosen: CFC 23A<br>H 89-12 68                        | Schedulen<br>Schedulen<br>Rusen CrC 23A                  |          |          |          |  |
| a ATST401                                       | Alment<br>Raum Christian | Abarriel<br>Annee CPC 23A<br>12 mill - 12 mill                      | Abaret<br>Nares CrO 23A   | Scheduler<br>Roser CP(22)A                               |          |          |          |  |
| 2<br>mcCR23A<br>#ATS141                         | 13                       | Abaret<br>Rover (D-0:25A<br>1735 - 1148<br>Abaret<br>Rover, CH0:25A | Abarret<br>Rivery: CHC 25A<br>11 db 11 dd<br>Abarret<br>Risery: CHC 23A | Scheduler<br>Rozen (2-023A<br>Scheduler<br>Rozen (2-023A |          |          |          |  |
| 10216 12:00-14:00                               | 14                       | Abarret<br>Abarret<br>Rome D-Q 25A<br>Yolko Willio<br>Abarret       | Huge - 12 (2)<br>Absent<br>Rivery CHO 23A<br>15 (2) - 16 (2)<br>Absent  | Scheidard<br>Scheidard<br>Room - Mar<br>Scheidard        |          |          |          |  |
| e ATST401                                       | 16                       | Rape CHC 254  | Rees CIC254   | Report OF 2 23A  |          |          |          |  |
| NOD16 1240-1340                                 | 17                       | Nover CH2 25A<br>1728 - 1638<br>Abert<br>Americ CH2 25A             | Assess CHC 23A<br>17 St. 19 St.<br>Alexand<br>Ranses CHC 23A            | Ruse CrC 23A<br>116 - 158<br>Scheduler<br>Aussis CrC 23A |          |          |          |  |
| N/2018, 11.00 - 12:00                           | 19                       |   |   |  |          |          |          |  |
| m CH2.33A<br>EATST401                           | 20                       |   |   |  |          |          |          |  |
| 1016 1000-1100                                  |                          |   |   |  |          |          |          |  |

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. 14:33 Unexpected Room: REGT (603) 20:15 Turnstile

17:00 - 18:00

Scheduled

16:00 - 17:00 Attended Room: CH2.23A

15:00 - 16:00 Absent

Room: CH2.23A

Room: CH2.23/





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

