

SEA: Student Access Guide

Updated: August.2022

Student Retention and Engagement Team

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

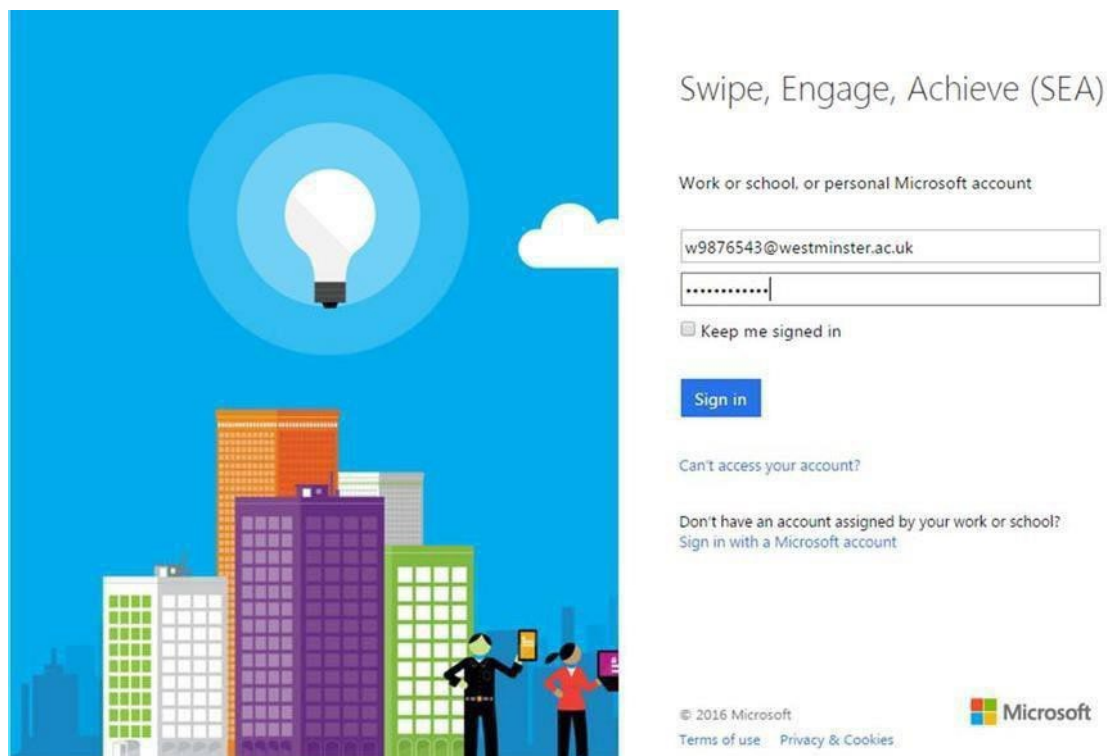
Student Engagement and Attendance (SEA) System

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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)



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.

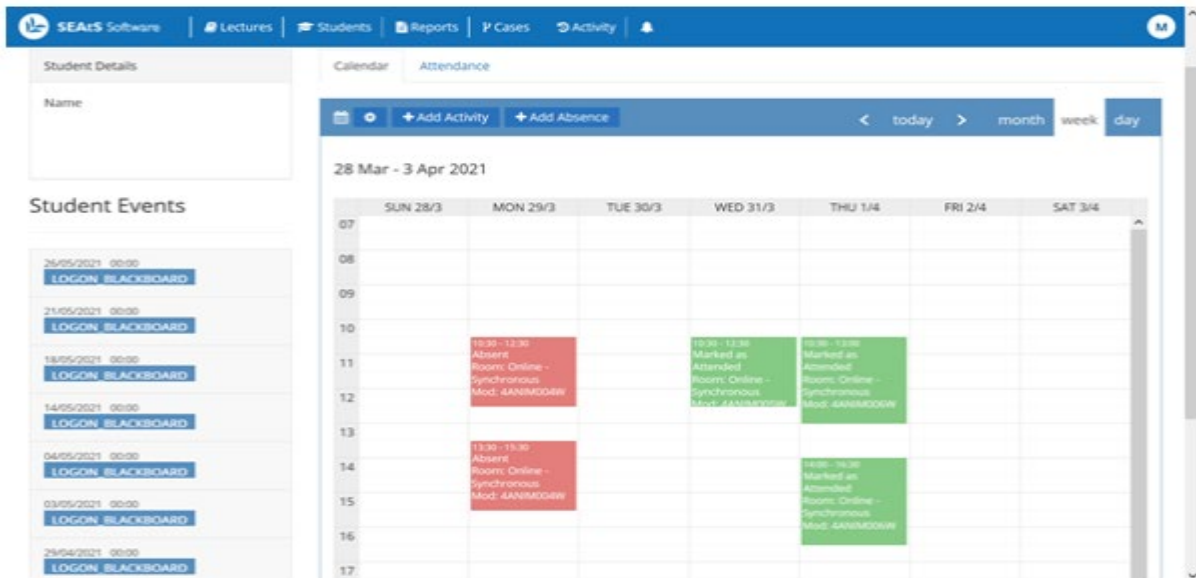
Overall, your calendar will look similar to this:

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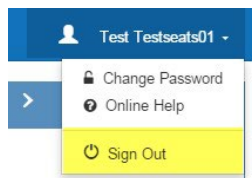
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If you click on the Attendance tab (see above), you will see a percentage attendance figure. This confirms the number of compulsory timetabled events which you have successfully logged/swiped into as a percentage of the overall number of compulsory 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.

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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. If you report positive for covid please also email reportcovid@westminster.ac.uk

Email function not in use.

Absence notes. (Email Retention or Visa Compliance (if on a visa) if you wish to raise a query)

Add Attachment No file selected.

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, ie, it will still show an absence as attendance in SEA depends on students swiping in on card readers or logging in to the relevant Blackboard site during the required time period.

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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 email Retention or Visa Compliance (if on a visa). Their contact details can be found via section 3, Further Queries below.

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