Student Engagement and Attendance (SEA) System

SEA (Swipe, Engage, Achieve) is one of the systems the university uses to allow students to record their attendance and for the university to assess their overall engagement with their studies.

As a consequence of the current COVID 19 public health emergency, many teaching events in Semester 1 (2020-21) are being delivered online only, with a very small number of events requiring in person attendance on a university campus. For online teaching events, students' engagement will be monitored largely through the recording of their activities on the relevant Blackboard module site and. Attendance will be reflected on your SEA calendars (see below).

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)
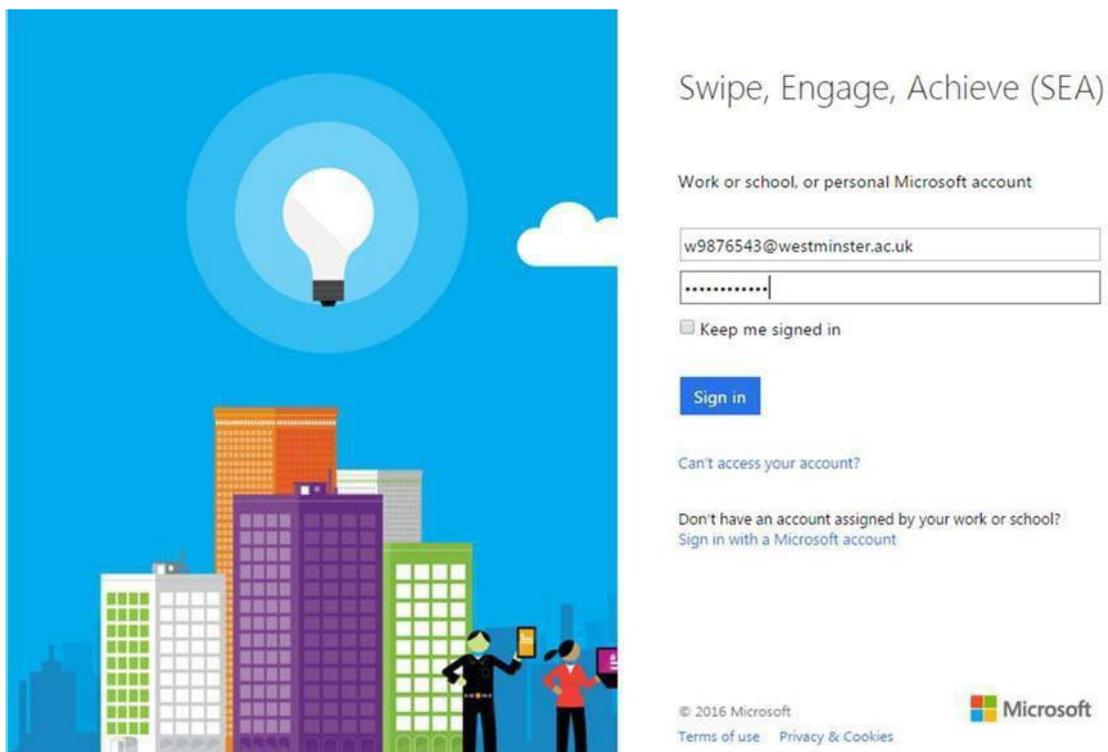
You will see your calendar, defaulted to the current week. Any classes you have scheduled up until the next day will be displayed {1}, with a list of the events showing on the left {2}. Events beyond tomorrow's date won't be visible in this calendar view – you should check your timetable for your scheduled classes.
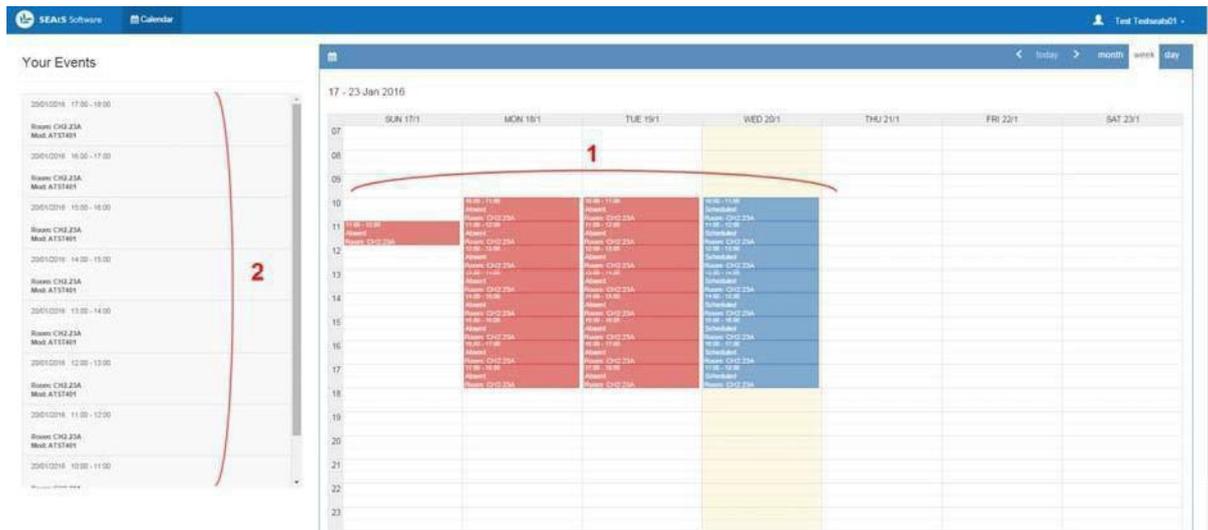
N.B. Remember, for in person attendance at onsite teaching events, you need to swipe in no earlier than 15 minutes before the start of your class and no later than 15 minutes before your class ends. So, if your class is 10am to 12pm, you can touch between 9.45 and 11:44am.

For online teaching events, you will have a 7 day window within which to log in to and work on a related module activity for a minimum of 15 minutes. This window starts from 15 minutes before the start of your class (as shown on your timetable) to no later than 15 minutes before the end of the 7 day period from the start of this class. So, if your class starts at 11am on a Wednesday then the window within which you can log on and work on a module related activity for at least 15 minutes to record your attendance runs from 10.45am on the Wednesday until 10.45am on the following Wednesday.

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
or log onto a module related activity
during the 7 day window for at least 15
minutes , 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
log onto a module related activity, 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 |

For onsite teaching events, 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.

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 starts and no later than 15 minutes before your class ends. **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. See above for information about how your engagement with online classes is recorded.

How to note attendance/absences

If you attended class but the attendance has not been recorded, you forgot your ID card so could not swipe in or your online activity has not been recorded 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.

SEA: Student Access Guide

You will need to resolve the reason why the swipe or log-in has not been recorded so it does not happen again and the attendance can be noted through the normal 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

Location of classes	Queries	Guidance / Solutions
Onsite classes	Forgot to swipe/forgotten card	It is important to swipe when attending all classes so that the student's attendance record is accurate. Student to add an absence note in SEA calendar
Onsite classes	Reader problems	Please check if other students are able to swipe in and if not then the student should log the reader as faulty via the service desk.
Onsite classes:	Card problems/Forgotten card	ID card to be checked at the Registry office on the Kyocera reader. If the card is encoded, student to log a service desk ticket for it to be investigated. Registry to only issue a new card if it is not encoded following their testing.
Onsite classes:	No card reader	Student to log this via the service desk
Onsite classes:	Attendance record is not accurate, swipes not logged	Module leaders are able to mark a student as attended on SEA, if they can confirm the student has attended the class. Student to log a service desk ticket so the swipe activity can be investigated.
Online classes:	Problems logging onto Blackboard	Username/password not accepted – Click on the change password link or contact IT
Online classes:	Attendance not reflected on SEA after 24hrs	Student to log a service desk ticket and then add an absence note in SEA calendar
Onsite and Online classes	Logged/swiped into an event too early or too late	• **Onsite:** Students to swipe in no earlier than 15 minutes before their class starts and no later than 15 minutes 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 cannot be amended for these students. • **Online:** Students to log into an online event no earlier than 15 minutes before the start of the event and no later than 10 minutes before the end of the 7day period. Students will be deemed as attended if they have logged in for more than 15 minutes. The first activity being the one used to update a student's record. It may take up to 24hrs for the online attendance to reflect on SEA.
Onsite and	Consecutive timetable events	• **Onsite:** If a student has two classes back to back in the same room, for example, a lecture followed by a

Online classes		seminar, they will need to swipe in at the start of each event to have their attendance recorded for each event. • **Online:** Students will be expected to access an activity for each back to back event. For this they will have to log out and log back in again for the second event.
Onsite and Online classes	Illness/absence/ appointments	Student to add an absence note in SEA calendar

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

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