

Student Guide to Attendance Monitoring

Queen Margaret University uses SEAtS (Student Engagement and Academic Timetabling System) software to record and monitor attendance in classes.

This document will go through all the information you need to know as student.

Getting Started with the SEAtS App

The SEAtS app is available to download from the Apple App Store and Google Play Store.



Once you have downloaded the app, you will be prompted to log in using your QMU details.

This will be your QMU email address (e.g. ____@qmu.ac.uk) and your QMU-wide password.

If you have any issues accessing the application, please contact Helpdesk@qmu.ac.uk.



Viewing your Information on SEAtS

Once logged into the app, on the 'Home' page you'll find information about your attendance.

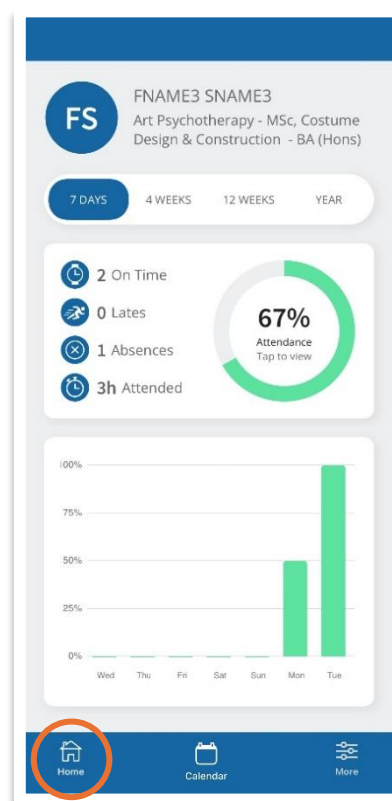
This information includes your student details, attendance percentage level and the amount of class absences to date.

We recommend you adjust your app settings to only show the attendance level for mandatory classes in the 'More' section of the app.

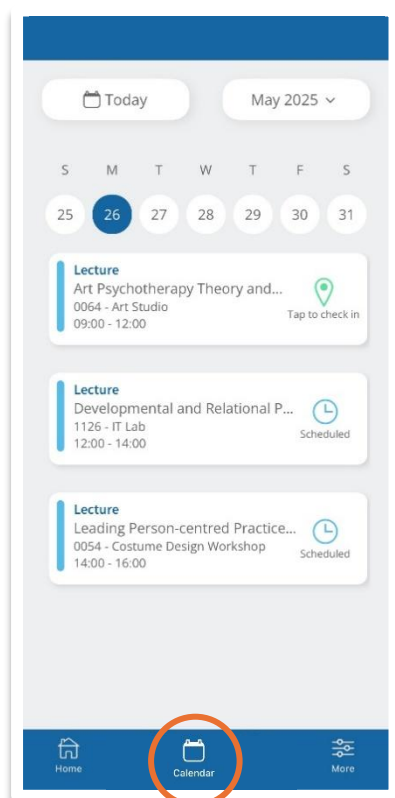
You have the option to view your data in:

- The past 7 days
- The past 4 weeks
- The past 12 weeks
- The past academic year

If you have any issues with the data displayed in this section, please contact Attendance@qmu.ac.uk.



Viewing your Classes on SEAtS



On the 'Calendar' tab, you will find information about all of the mandatory classes in your calendar – you will only see upcoming classes up to 4 weeks in advance.

Each event in your calendar will have one of the following statuses:

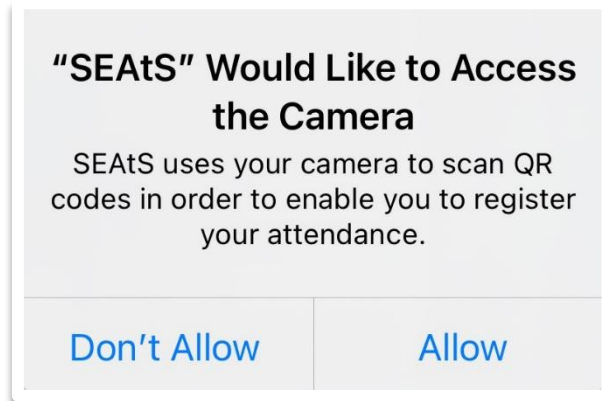
	Event has not yet taken place, and 'check in' is not currently available.
	You can now check in to this event.
	You have successfully checked in.
	You were not checked in for your class, so have been marked as absent.

If your classes aren't showing as expected on your app, please contact Attendance@qmu.ac.uk.

Remember you must refer to your timetable in the QMU App or the QMU Portal. The SEAtS App should only be used to check in and record your attendance.

Checking in using SEAtS

The first time you are using the app; you may receive the following pop-up. Select Allow as access will be required in order to scan the QR codes for attendance.



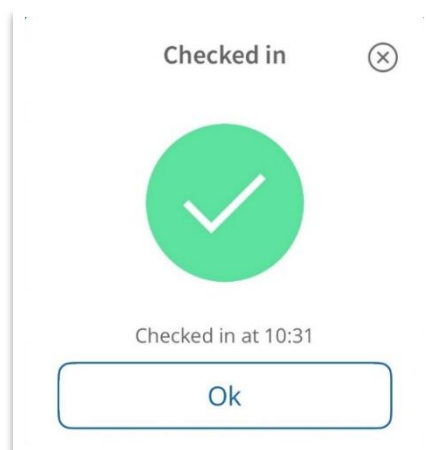
To check-in for your class on the SEAtS app, you must register your attendance. There are two possible check-in methods - your lecturer will determine which method is used:



GREEN – scan the QR code provided by your lecturer.

PURPLE – enter the numeric code (only used in specific circumstances; the code must be unhidden by your lecturer)

Once you have checked in, you will receive the following pop-up, and when you go back to the 'Calendar' tab, your status will have changed from 'Tap to check in' to 'Attended'.



Key Contacts

If you notice any issues when using the SEAtS app, the following contacts are here to help:

Technical issues with the app	Helpdesk@gmu.ac.uk
Issues with your timetable	Timetable@gmu.ac.uk
Anything else	Attendance@gmu.ac.uk

Frequently Asked Questions

I checked into class, but my attendance records say I was absent?

If you believe your attendance was not recorded in the app, or if an issue occurred after a mobile check-in, please contact Attendance@gmu.ac.uk.

What if I forget to check in?

If the QR code is no longer on display, your lecturer may be able to manually mark you as attended. Make sure you speak to them at a break or directly after the event to do this.

Why is my app not working?

The most common reason for issues with the app is poor internet connection. Please ensure that you are connected to QMU Wi-Fi (EDUROAM). For any other issues with the app, please contact Helpdesk@gmu.ac.uk.

My class is cancelled – will this affect my attendance record?

If the lecturer updates the system to reflect the cancellation, it won't affect your attendance record. However, if the session isn't updated, you may be marked as absent, which could impact your attendance percentage. If the session isn't updated, please contact your module coordinator or Attendance@gmu.ac.uk for support.

If lectures are back-to-back in the same room, do I need to check-in again?

Yes. The attendance monitoring system needs to log your attendance at each scheduled event, even if they take place in the same room. This ensures your attendance is recorded for every class.

How do I give the SEAtS App permission on my camera?

The SEAtS app should prompt you at first login to give permission but if it does not or you clicked "deny" by mistake please follow these steps:

Apple IOS:

1. Settings
2. Privacy and security
3. Scroll to camera and select it
4. Find SEAtS and switch toggle to green

Android:

1. Settings
2. Apps > "See all Apps"
3. Scroll down to "SEAtS" and tap it
4. "Permissions" > "not allowed"
6. Tap "camera"
7. Select "Allow only while using the app"