

Attendance tracking of classes on the my.riseba.lv portal using a QR code

This feature is available to both lecturers and students.

The QR code will only be available on the day of the class and during the time that the class takes place!

1. Log in to my.riseba.lv using your username and password.
2. The list of classes will be visible on the left side of the screen.
3. To start attendance tracking, select the relevant class from the list.

The screenshot shows the RISEBA portal interface. At the top, there is a dark header with the RISEBA logo, a book icon, a grid icon, and a notifications icon with '0'. Below the header, the navigation bar shows 'Home / Lecturer / Dashboard'. A sub-menu titled 'Timetable' is open, showing a list of classes for Wednesday, 07.05.2025. The first class listed is [COM072] Public Speaking and Communication (Theory) from 18:00 - 21:10. To the right of this class, a blue arrow points to the class entry. The class details include: M25 MPV+MPR 1L (90+120) [COM072], 210 auditorija "Durbes 4 / Rīga", [MPVxRPVL090] Human Resource Management, [MPVxRPVL120] Human Resource Management, [MPRxRPVL090] Project Management, [MPRxRPVL120] Project Management.

4. Open **Attendance journal**.

18:00 - 21:10 Public Speaking and Communication (Theory)

Event details Attendance journal

| | |
|---------------|--|
| Course | [COM072] Public Speaking and Communication |
| Start | 07.05.2025 18:00 |
| End | 07.05.2025 21:10 |
| Course format | Theory |
| Programm | [MPVxRPVL090] Human Resource Management, [MPVxRPVL120] Human Resource Management, [MPRxRPVL090] Project Management, [MPRxRPVL120] Project Management |
| Group | M25 MPV+MPR 1L (90+120) [COM072] |
| Teacher | |
| Status | |
| Room | 210 auditorija "Durbes 4 / Rīga" |
| Students | 28 |
| Comment | |

Cancel

5. A button labeled **Show QR Code** will be visible in the bottom right corner. Click on it.

18:00 - 21:10 Public Speaking and Communication (Theory)

Event details Attendance journal

| | USIN | First name | Last name | Group | Programm |
|--------------------------|------|------------|-----------|---|--|
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | M25 MPV+MPR 1L (90+120) [COM072] | [MPVxRPVL120] Human Resource Management |
| <input type="checkbox"/> | | | | M25 MPV+MPR 1L (90+120) [COM072] | [MPVxRPVL090] Human Resource Management |
| <input type="checkbox"/> | | | | M25 MPV+MPR 1L (90+120) [COM072] | [MPVxRPVL120] Human Resource Management |
| | | | | M25 MPV+MPR 1L (90+120) [COM072] | [MPVxRPVL120] Human Resource Management |

Show QR code Cancel

6. The QR code image will open in a new browser tab.



7. During the lecture, the QR code can be displayed on the screen using a projector for easy scanning.
Students can mark their attendance using a mobile device - by opening the **my.riseba** website and scanning the QR code.

The previously used attendance tracking solution is still valid and can be used in the future if desired!