Manual Student Attendance Registration in my.RISEBA
## Instruction

**Step #1:** Log in to my.RISEBA my.riseba.lv using your username and password.
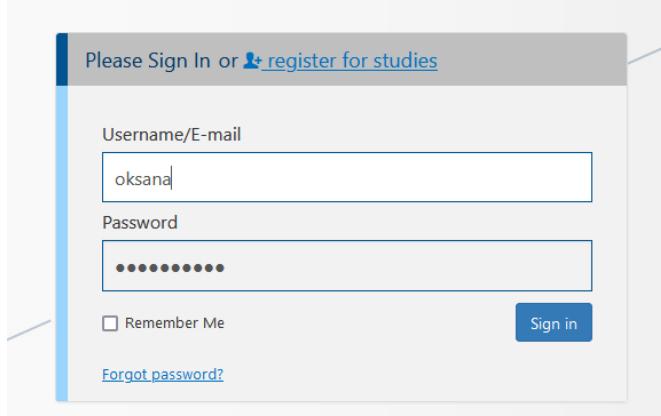
Step #2: Open the "Modules" section, then select the "Timetable" option.
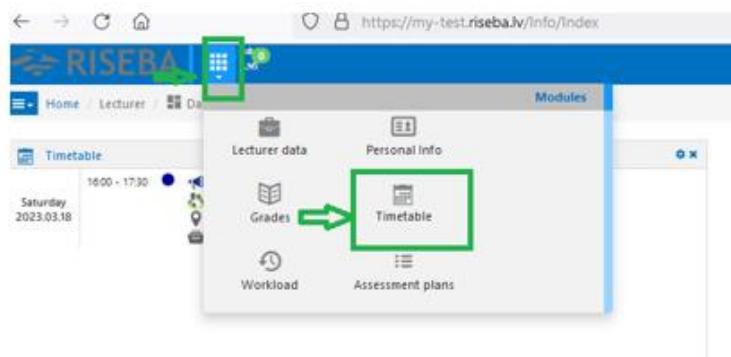
Step #3: The system will display all planned lectures. Choose a date and open a lecture by double-clicking.
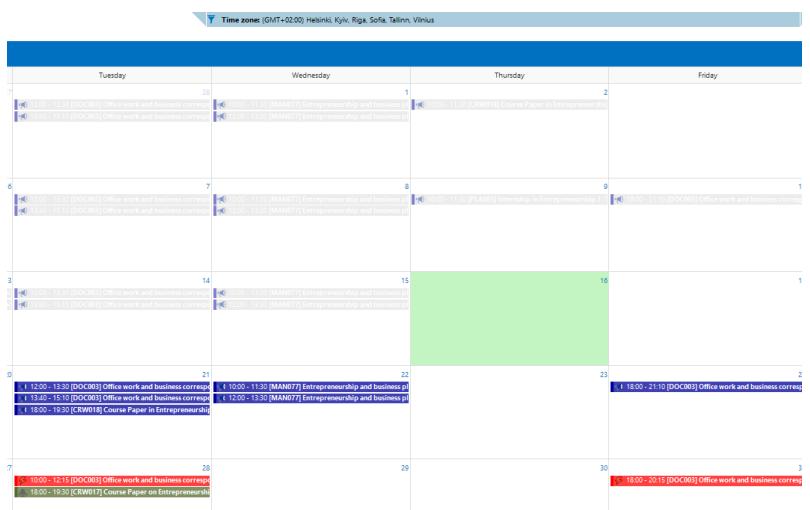
Step #4: Click on the "Attendance journal" button.
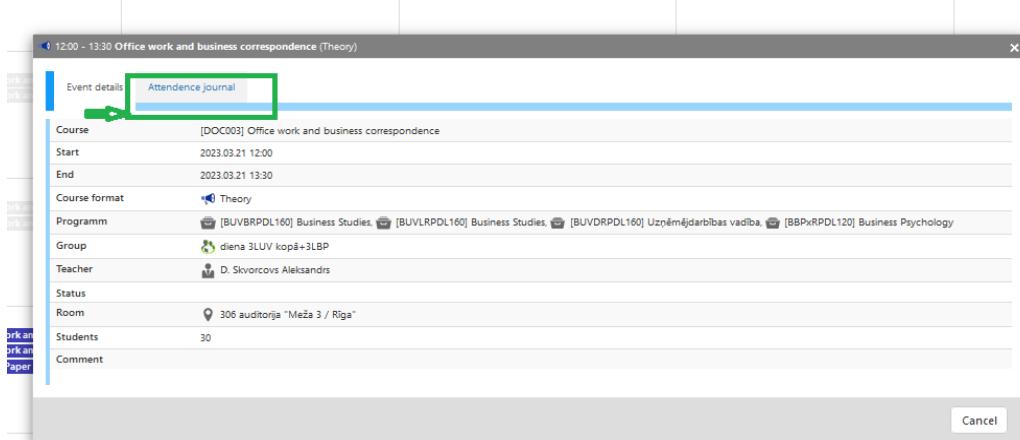
Step #5: The system will automatically display that **none** of the students in the group attended the lesson.

Step #6: Mark attendance:

👍 you need to mark students ☑👎 who have attended lectures by checking them in;

☐👎 do not make any changes for those who have not attended. Indicate the reason for non-attendance, if known.

"Absence -Unknown": If the reason is unknown,
"Absence - Justified": mark it as and if the reason is known, mark it as.

Step #7: select "Attended" and click the "Save" button. The system will display the following:

The submission of student attendance has been completed!