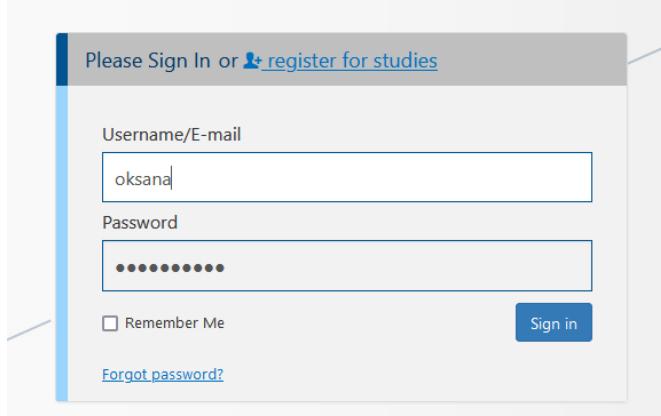
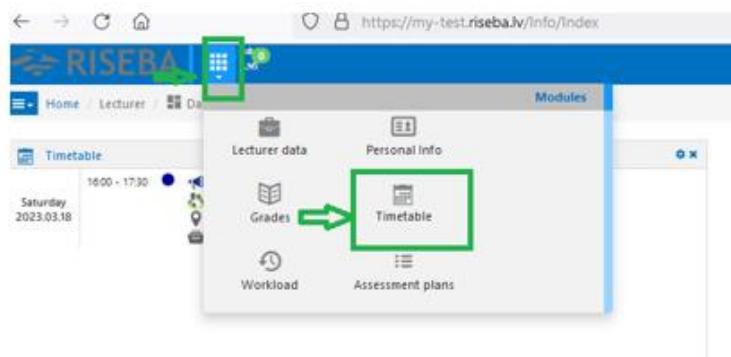


## Manual Student Attendance Registration in my.RISEBA Instruction

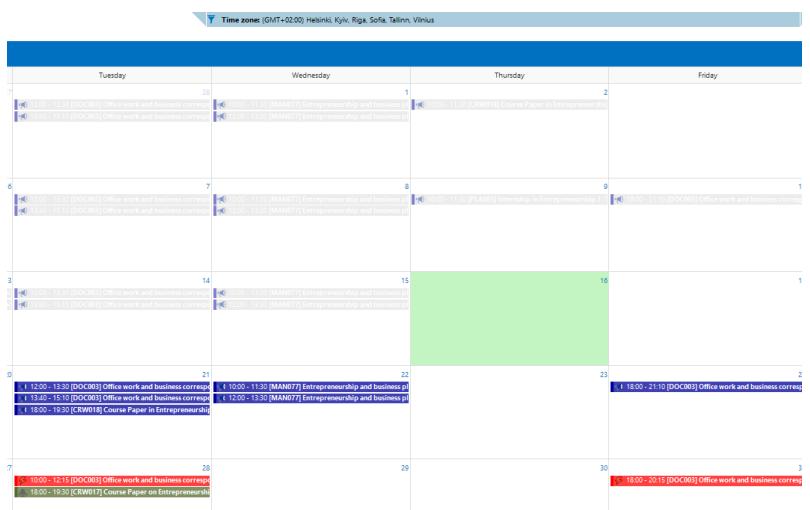
**Step #1:** Log in to my.RISEBA [my.riseba.lv](https://my.riseba.lv) using your username and password.



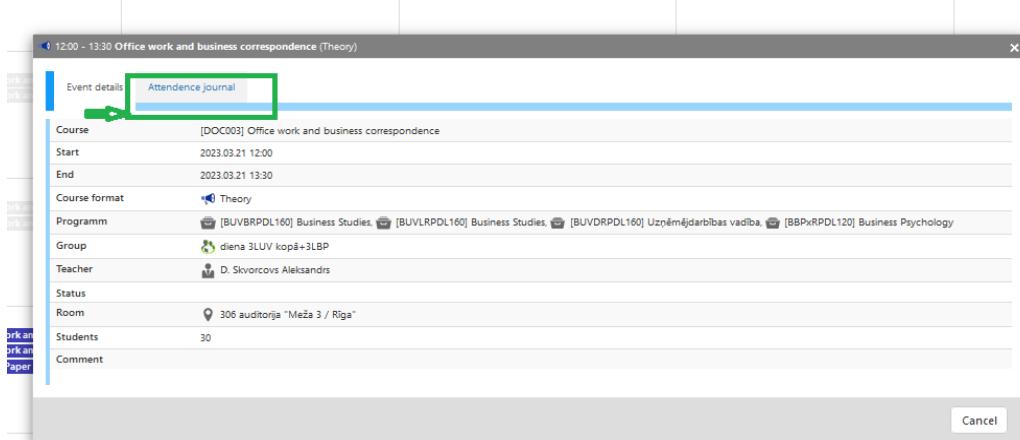
**Step #2:** Open the “Modules” section, then select the “Timetable” option.



**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.

Event details						
	USIN	First name	Last name	Group	Programm	
<input type="checkbox"/>						
<input type="checkbox"/>	25-006126	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-006237	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-006743	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-015332	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input checked="" type="checkbox"/>	25-021817	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-021955	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-021969	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem ncvnoo	[BSAxRPDL240] Public Relations and Advertising Management	

**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.

10:00 - 11:30 Social Psychology (Theory)

Event details						
	USIN	First name	Last name	Group	Programm	
<input checked="" type="checkbox"/>	25-006126	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-006237	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input type="checkbox"/>	25-006743	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input checked="" type="checkbox"/>	25-015332	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input checked="" type="checkbox"/>	25-021817	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input checked="" type="checkbox"/>	25-021955	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem PSY039	[BSAxRPDL240] Public Relations and Advertising Management	
<input checked="" type="checkbox"/>	25-021969	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>	25diena BSAxRPDL240 1.sem ncvnoo	[BSAxRPDL240] Public Relations and Advertising Management	

Attended

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

	Wednesday	Thursday	Friday			
12:00 - 13:30 Office work and business correspondence (Theory)						
Event details		Attendance journal				
	USIN	First name	Last name	Group	Programm	
<input type="checkbox"/>					kopā+3LBP	
<input type="checkbox"/>	20-004007	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004013	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004016	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004058	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004075	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004081	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004096	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004122	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BUVLRPDL160] Business Studies
<input type="checkbox"/>	20-004125	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004131	<input type="text" value="First name"/>	<input type="text" value="Lastname"/>		diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
					diena 3LUV	

The submission of student attendance has been completed!