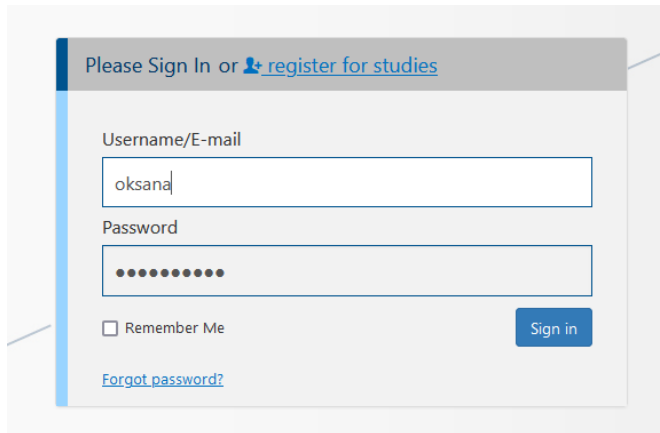


Manual Student Attendance Registration in my.RISEBA Instruction

Step #1: Log in to my.RISEBA my.riseba.lv using your username and password.



Please Sign In or [register for studies](#)

Username/E-mail
oksana

Password
••••••••

☐ Remember Me

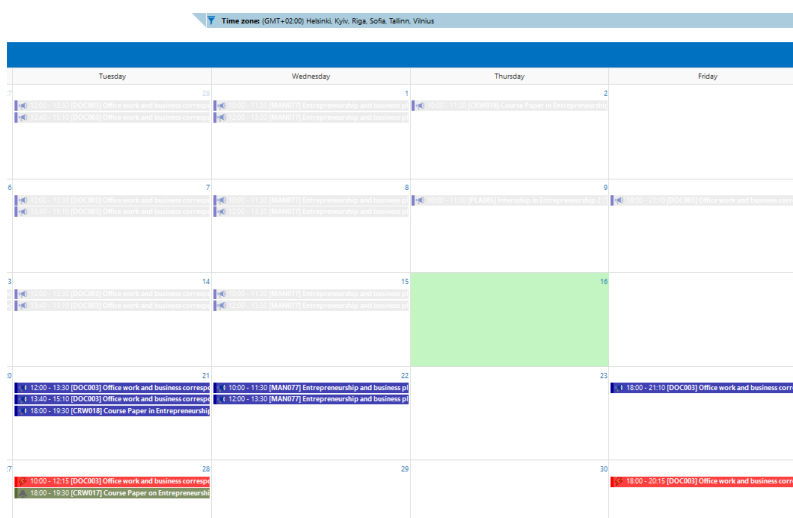
[Forgot password?](#)

Sign in

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

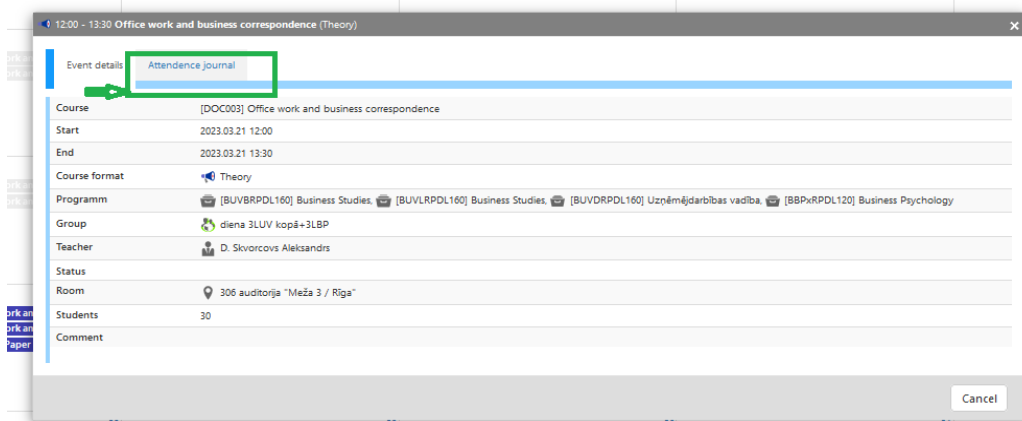


Step #3: The system will display all planned lectures. Choose a date and open a lecture by double-clicking.



The screenshot shows the Timetable view for the week of March 21st to 27th, 2023. The time zone is GMT+0200. The timetable is organized by days (Tuesday to Friday) and time slots. A green box highlights the lecture slot for Tuesday, March 21st, from 12:00 to 13:30, which is labeled 'Office work and business correspondence'.

Step #4: Click on the “Attendance journal” button.



The screenshot shows the 'Attendance journal' form for the lecture 'Office work and business correspondence (Theory)'. The form includes fields for Course, Start, End, Course format, Programm, Group, Teacher, Status, Room, Students, and Comment. The 'Attendance journal' button is highlighted with a green box and a green arrow pointing to it.

Field	Value
Course	[DOC003] Office work and business correspondence
Start	2023.03.21 12:00
End	2023.03.21 13:30
Course format	Theory
Programm	[BUVBRPDL160] Business Studies, [BUVLRPDL160] Business Studies, [BUVDRPDL160] Uzņēmējdarbības vadība, [BBPpRPDL120] Business Psychology
Group	diena 3LUV kopā+3LBP
Teacher	D. Skvorcovs Aleksandrs
Status	
Room	306 auditorija "Meža 3 / Rīga"
Students	30
Comment	

Step #5: The system will automatically display that **none** of the students in the group attended the lesson.

<input type="checkbox"/>	USIN	First name	Last name	Group	Programm
<input type="checkbox"/>	25-006126	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-006237	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-006743	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-015332	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-021817	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-021955	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-021969	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] 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.

<input type="checkbox"/>	USIN	First name	Last name	Group	Programm
<input checked="" type="checkbox"/>	25-006126	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-006237	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input type="checkbox"/>	25-006743	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input checked="" type="checkbox"/>	25-015332	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input checked="" type="checkbox"/>	25-021817	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input checked="" type="checkbox"/>	25-021955	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management
<input checked="" type="checkbox"/>	25-021969	First name	Lastname	25diena BSxRPDL240 1.sem PSY039	[BSxRPDL240] Public Relations and Advertising Management

Attended

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

	USIN	First name	Last name	Group	Programm
<input type="checkbox"/>	20-004007	First name	Last name	diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004013	First name	Last name	diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004016	First name	Last name	diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004058	First name	Last name	diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004075	First name	Last name	diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004081	First name	Last name	diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004096	First name	Last name	diena 3LUV kopā+3LBP	[BUVDRPDL160] Uzņēmējdarbības vadība
<input type="checkbox"/>	20-004122	First name	Last name	diena 3LUV kopā+3LBP	[BUVLRPDL160] Business Studies
<input type="checkbox"/>	20-004125	First name	Last name	diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
<input type="checkbox"/>	20-004131	First name	Last name	diena 3LUV kopā+3LBP	[BBPxRPDL120] Business Psychology
				diena 3LUV	

The submission of student attendance has been completed!