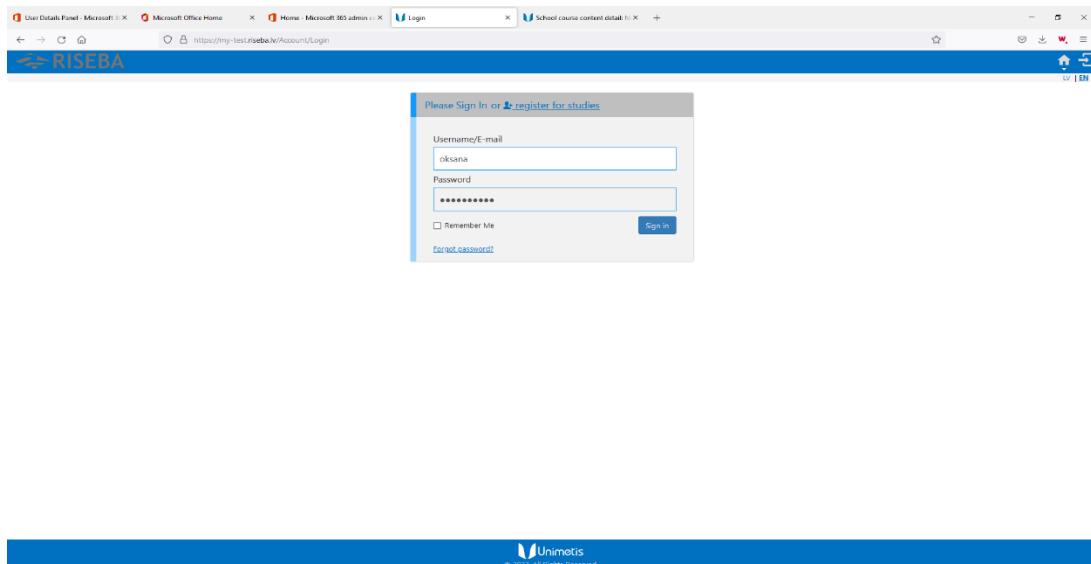
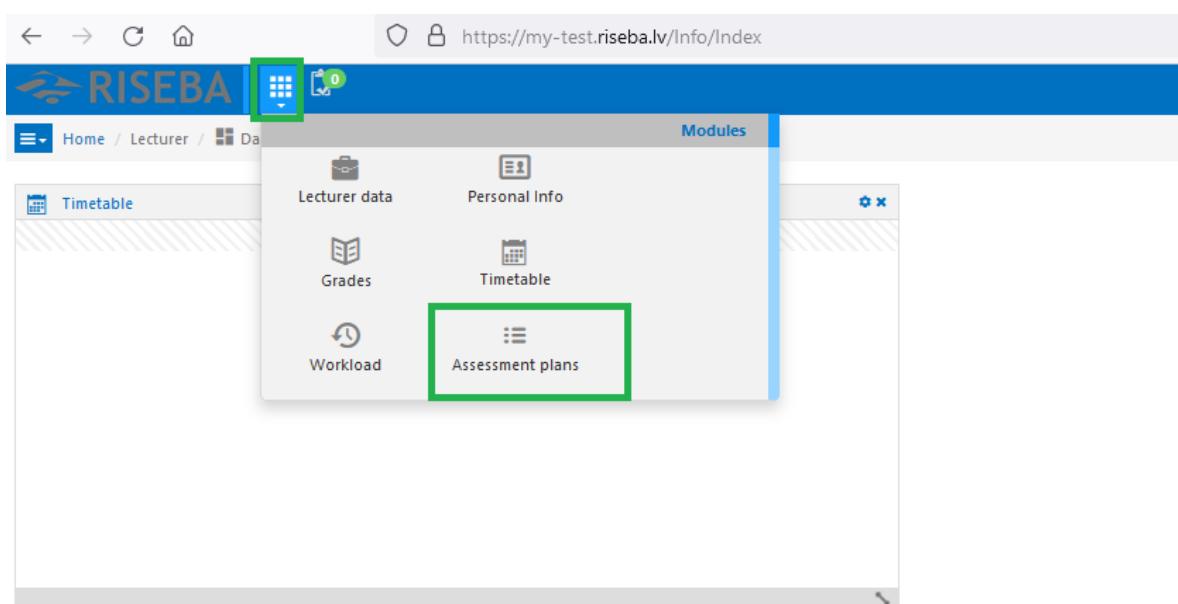


## Instructions for submitting assessment plans and grades in my.riseba.lv

**Step #1:** Connect to my.riseba.lv using your username and password.



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



**Step #3:** Select the desired planning period and course, then press “Filter” button.



**Step #4:** The selected planning period and course will be shown.



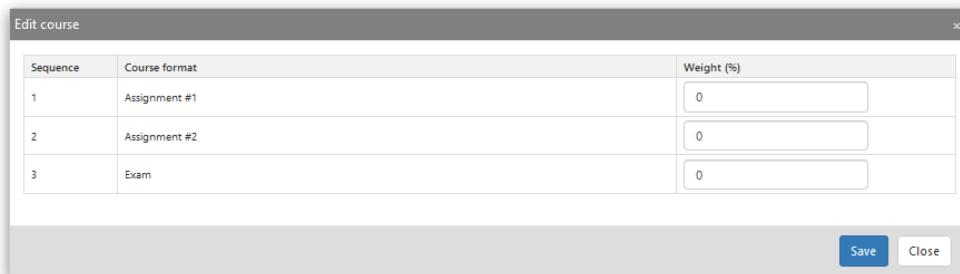
Assessment plans						
Course name	Academic term	Study program	Comments	Language	Amount of CR	
LAW002 Civil Defence	2023 Spring (1. Semester) 2023 Spring (5. Semester)	Business Psychology BBA/PNTL100		Latvian	1.00	
LAW002 Civil Defence	2023 Spring (1. Semester)	Business Studies BUV/PNTL100		Latvian	1.00	

**Step #5:** Click on the “Edit” button (Highlighted with the green arrow and box).



Assessment plans						
Course name	Academic term	Study program	Comments	Language	Amount of CR	
LAW002 Civil Defence	2023 Spring (1. Semester) 2023 Spring (5. Semester)	Business Psychology BBA/PNTL100		Latvian	1.00	

**Step #6:** Edit “Weight” values for each assignment based on your course requirements. The sum of all values (Including the Exam) has to be **100 %**. Afterwards, click on the “Save” and “Close” buttons.



Sequence	Course format	Weight (%)
1	Assignment #1	0
2	Assignment #2	0
3	Exam	0

Save Close

**Step #7:** To submit grades, open the “Modules” section, then select the “Grades” option.



RISEBA

Home / Lecturer / Grades

Modules

Planner Lecturer data Personal Info

Grades Timetable

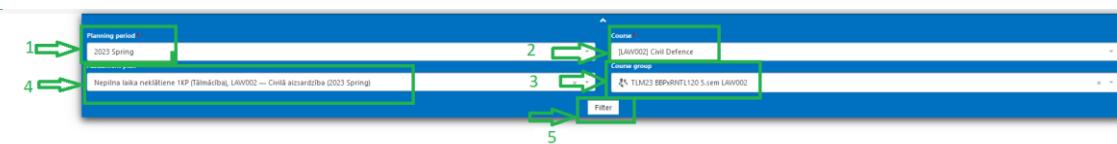
Workload Assessment plans

Course Click here to start selection

Course group

Filter

**Step #8:** Select the desired Planning Period, Course, Assessment Plan and Course Group, then click on the “Filter” button.



Planning period 2023 Spring

Ieprietais laiks notiekošiem SKP (Lāmāktibai, LAW002 — Civil Defence (2023 Spring)).

Course LAW002 Civil Defence

Course group TLM102 BBA/PNTL100 5. sem Laih002

Filter

**Step #9:** A table will be shown containing a row for each student and a column for each assignment and the final grade. To begin the grading process press the “Add/Edit assignment” button.

Journal

USN	Students	Assignment #1 (40%)	Exam (60%)	Final grade (preliminary)	Final grade (published)
21-004971	Arbalešová Anna [BBPvRNTL120]-3	-	-	-	-
21-004845	Cěkotová Esterina [BBPvRNTL120]-3	-	-	-	-
21-004922	Čížová Eliška [BBPvRNTL120]-3	-	-	-	-
21-004978	Dalíčková Kristýna [BBPvRNTL120]-3	-	-	-	-
21-005393	Jelínská Kristýna [BBPvRNTL120]-3	-	-	-	-
21-004908	Kártiková Daniela [BBPvRNTL120]-3	-	-	-	-
21-004928	Lipová Magdaléna [BBPvRNTL120]-3	-	-	-	-
21-004869	Linde Líta [BBPvRNTL120]-3	-	-	-	-
21-004964	Micálková Jana [BBPvRNTL120]-3	-	-	-	-
21-004920	Pogačová Líza [BBPvRNTL120]-3	-	-	-	-
21-004902	Šáberová Zajná [BBPvRNTL120]-3	-	-	-	-
21-004882	Šánerová Paulína [BBPvRNTL120]-3	-	-	-	-
21-004779	Turecká Anna Mariá [BBPvRNTL120]-3	-	-	-	-
21-005421	Uhlířová Andrea [BBPvRNTL120]-3	-	-	-	-
21-004957	Vinegradová Diana [BBPvRNTL120]-3	-	-	-	-
21-004824	Vitáčková Hana [BBPvRNTL120]-3	-	-	-	-
20-004623	Záhorec Eduard [BBPvRNTL120]-3	-	-	-	-

Not published grades: █ Insufficient grade: █ Published: █

Add/Edit assignment

**Step #10:** Select the “Planned” option in the “Assesment kind” section, then choose an “Assesment type” and “Assessment date”. Afterwards, click the “List” button.

New assessment sheet

Assessment kind	<input checked="" type="radio"/> Planned
Assessment type *	1. Assignment #1
Assessment date *	2023.02.15 14:56
Comments	<input type="text"/>
Comments (international)	<input type="text"/>

List

No records - reload records

**Step #11:** A table will be shown containing a list of students and cells where grades should be entered. If a student has no grade, the value “NA” should be selected. Afterwards, click the “Save” button.

Assessment kind:  Planned

Assessment type: 1. Assignment #1

Assessment date: 2023.02.15 14:56

Comments:

Comments (international):

List

USN	Students	New
21-004971	Arbalešová Anna [BBPvRNTL120]-3	7 <span style="color: green;">█</span>
21-004845	Cěkotová Esterina [BBPvRNTL120]-3	6 <span style="color: green;">█</span>
21-004922	Čížová Eliška [BBPvRNTL120]-3	NA <span style="color: green;">█</span>
21-004978	Dalíčková Kristýna [BBPvRNTL120]-3	10 <span style="color: green;">█</span>
21-005393	Jelínská Kristýna [BBPvRNTL120]-3	9 <span style="color: green;">█</span>
21-004908	Kártiková Daniela [BBPvRNTL120]-3	9 <span style="color: green;">█</span>
21-004928	Lipová Magdaléna [BBPvRNTL120]-3	5 <span style="color: green;">█</span>
21-004869	Linde Líta [BBPvRNTL120]-3	NA <span style="color: green;">█</span>
21-004964	Micálková Jana [BBPvRNTL120]-3	NA <span style="color: green;">█</span>
21-004920	Pogačová Líza [BBPvRNTL120]-3	8 <span style="color: green;">█</span>
21-004902	Šáberová Zajná [BBPvRNTL120]-3	9 <span style="color: green;">█</span>
21-004882	Šánerová Paulína [BBPvRNTL120]-3	5 <span style="color: green;">█</span>
21-004779	Turecká Anna Mariá [BBPvRNTL120]-3	9 <span style="color: green;">█</span>
21-005421	Uhlířová Andrea [BBPvRNTL120]-3	NA <span style="color: green;">█</span>
21-004957	Vinegradová Diana [BBPvRNTL120]-3	6 <span style="color: green;">█</span>
21-004824	Vitáčková Hana [BBPvRNTL120]-3	4 <span style="color: green;">█</span>
20-004623	Záhorec Eduard [BBPvRNTL120]-3	10 <span style="color: green;">█</span>

Save

**Step #12:** To publish the newly added grades, press the green checkmark.

USIN	Students	2023.02.15	New
21-004971	Arbeiters Arnis [BBPxRNTL120]-3	7	-
21-004845	Čekstere Evelina [BBPxRNTL120]-3	6	-
21-004922	Čima Elīna [BBPxRNTL120]-3	NA	-
21-004978	Dalība Liāna [BBPxRNTL120]-3	10	-
21-005303	Jankovska Kristīne [BBPxRNTL120]-3	9	-
21-004908	Kārkliņš Daniels [BBPxRNTL120]-3	9	-
21-004928	Liepiņa Megija [BBPxRNTL120]-3	8	-
21-004869	Linde Līta [BBPxRNTL120]-3	NA	-
21-004964	Miezītis Jānis [BBPxRNTL120]-3	NA	-
21-004920	Poga Līga [BBPxRNTL120]-3	8	-
21-004902	Šebarševa Zajīna [BBPxRNTL120]-3	9	-
21-004882	Šēnere Paula [BBPxRNTL120]-3	8	-
21-004779	Turauska Anna Marija [BBPxRNTL120]-3	8	-
21-005421	Ulmāne Andra [BBPxRNTL120]-3	NA	-
21-004957	Vinogradova Dina	6	-

**Step #13:** If a course has multiple assignments, each of them has to be graded separately following the same process as displayed above. It is mandatory to publish the grades for each assignment separately. If at least one field is left blank, all grades will not be saved!

**Step #14:** Enter and publish the Exam grades following the same process described above for "Assignment #1".

!!! The final grade can be displayed only if a student has passed all of the mandatory assignments. If this criteria has not been met, the value will show up as either "NA" or "-".

**An example of a completed table of grades:**

USIN	Students	Assignment #1 (40%)	Exam (60%)	Final grade (preliminary)	Final grade (published)
21-004971	Arbeiters Arnis [BBPxRNTL120]-3	7	4	5	5
21-004845	Čekstere Evelina [BBPxRNTL120]-3	6	7	6	6
21-004922	Čima Elīna [BBPxRNTL120]-3	NA	10	-	-
21-004978	Dalība Liāna [BBPxRNTL120]-3	10	NA	-	-
21-005303	Jankovska Kristīne [BBPxRNTL120]-3	9	6	7	7
21-004908	Kārkliņš Daniels [BBPxRNTL120]-3	9	6	7	7
21-004928	Liepiņa Megija [BBPxRNTL120]-3	8	9	8	8
21-004869	Linde Līta [BBPxRNTL120]-3	NA	7	-	-
21-004964	Miezītis Jānis [BBPxRNTL120]-3	NA	NA	-	-
21-004920	Poga Līga [BBPxRNTL120]-3	8	7	7	7
21-004902	Šebarševa Zajīna [BBPxRNTL120]-3	9	8	8	8
21-004882	Šēnere Paula [BBPxRNTL120]-3	8	9	8	8
21-004779	Turauska Anna Marija [BBPxRNTL120]-3	8	8	8	8
21-005421	Ulmāne Andra [BBPxRNTL120]-3	NA	NA	-	-
21-004957	Vinogradova Dina [BBPxRNTL120]-3	6	9	7	7
21-004824	Vitola Nora [BBPxRNTL120]-3	4	7	5	5
20-004623	Zaharovs Eduards [BBPxRNTL120]-3	10	8	8	8

: 04.04.2023.

Not published grades   Insufficient grade   Planned