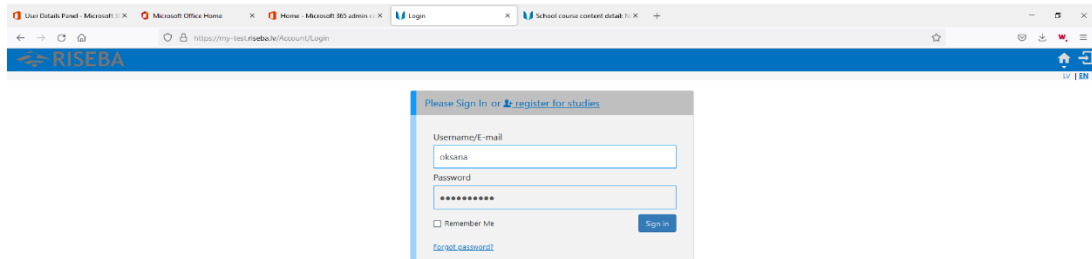
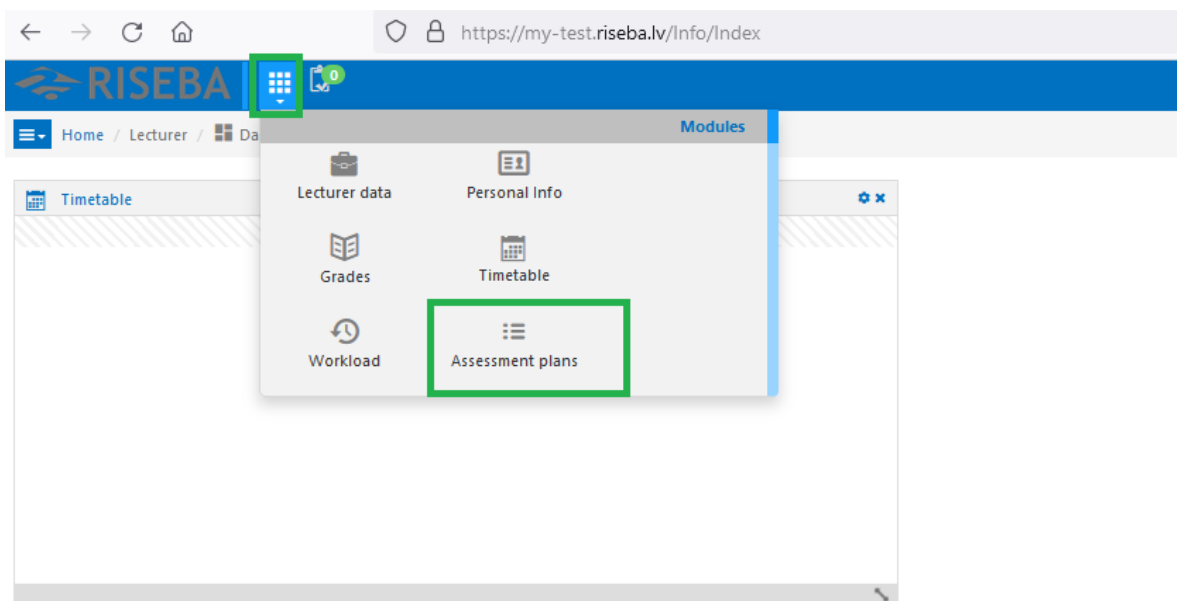


Instructions for submitting assessment plans and grades in my.riseba.lv

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



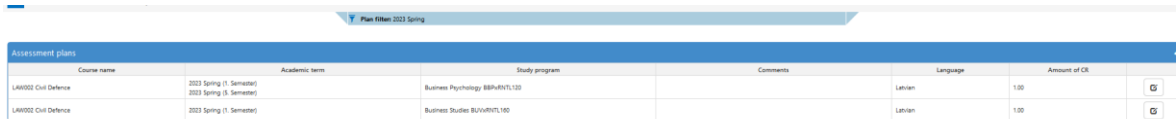
Step #2: Open the “Modules” section, then select the “Assessment plans” option.



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

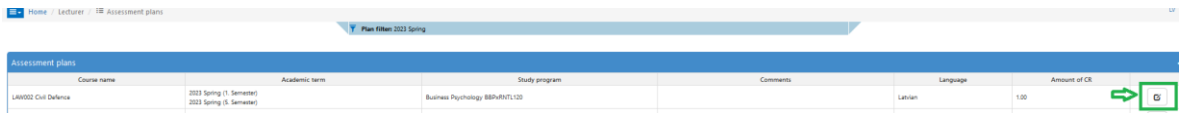


Step #4: The selected planning period and course will be shown.



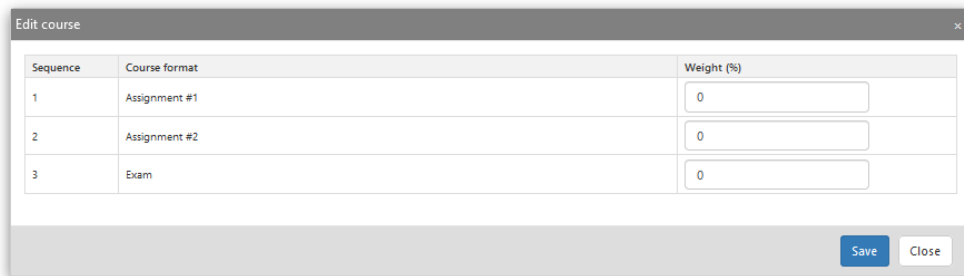
Course name	Academic term	Study program	Comments	Language	Amount of CR	
LAW002 Civil Defence	2023 Spring (1. Semester)	Business Psychology BBPH001/120		Latvian	1.00	
LAW002 Civil Defence	2023 Spring (2. Semester)	Business Studies BU001/01/100		Latvian	1.00	

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



Course name	Academic term	Study program	Comments	Language	Amount of CR	
LAW002 Civil Defence	2023 Spring (1. Semester)	Business Psychology BBPH001/120		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.

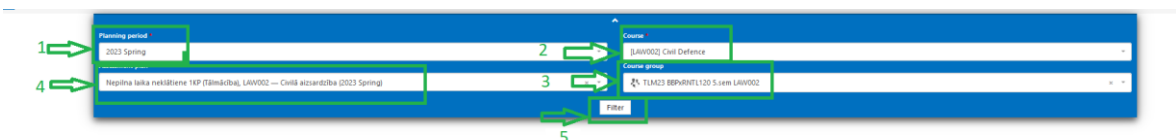


Sequence	Course format	Weight (%)
1	Assignment #1	<input type="text" value="0"/>
2	Assignment #2	<input type="text" value="0"/>
3	Exam	<input type="text" value="0"/>

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



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



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.

Home / Lecturer / Grades

Period: 2023 Spring Course: LAW002 Civil Defence Course group: 4 TLM23 BBPrNTL120 5.sem LAW002 Plan: Nepilna letna neizšene 1KP (Bimacba), LAW002

Journal

USN	Students	Assignment #1 (40%)	Exam (60%)	Final grade (preliminary)	Final grade (published)
21-004971	Adriana Anna [BBPrNTL120]-3			-	-
21-004945	Čabareva Evelina [BBPrNTL120]-3			-	-
21-004932	Čiča Erika [BBPrNTL120]-3			-	-
21-004978	Dalliba Liana [BBPrNTL120]-3			-	-
21-005303	Jankovska Kristina [BBPrNTL120]-3			-	-
21-004968	Karčić Damir [BBPrNTL120]-3			-	-
21-004928	Lapina Maja [BBPrNTL120]-3			-	-
21-004889	Linde Lila [BBPrNTL120]-3			-	-
21-004964	Mladica Jaka [BBPrNTL120]-3			-	-
21-004920	Praga Ljilja [BBPrNTL120]-3			-	-
21-004902	Šebastiana Zlatna [BBPrNTL120]-3			-	-
21-004882	Šimone Paula [BBPrNTL120]-3			-	-
21-004779	Turkova Anna Marija [BBPrNTL120]-3			-	-
21-005421	Ušumac Andreja [BBPrNTL120]-3			-	-
21-004957	Vinogradova Dina [BBPrNTL120]-3			-	-
21-004824	Vitola Nora [BBPrNTL120]-3			-	-
20-004623	Zaharova Eduarda [BBPrNTL120]-3			-	-

Not published grade Insufficient grade Planned

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.

Home / Lecturer / Grades

Period: 2023 Spring Course: LAW002 Civil Defence Course group: 4 TLM23 BBPrNTL120 5.sem LAW002 Plan: Nepilna letna neizšene 1KP (Bimacba), LAW002

New assessment sheet

Assessment kind: Planned

Assessment type: 1. Assignment #1

Assessment date: 2023.02.15 14:56

Comments

Comments (international)

List

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	NA
21-004971	Adriana Anna [BBPrNTL120]-3	7
21-004945	Čabareva Evelina [BBPrNTL120]-3	6
21-004932	Čiča Erika [BBPrNTL120]-3	NA
21-004978	Dalliba Liana [BBPrNTL120]-3	10
21-005303	Jankovska Kristina [BBPrNTL120]-3	9
21-004968	Karčić Damir [BBPrNTL120]-3	9
21-004928	Lapina Maja [BBPrNTL120]-3	8
21-004889	Linde Lila [BBPrNTL120]-3	NA
21-004964	Mladica Jaka [BBPrNTL120]-3	NA
21-004920	Praga Ljilja [BBPrNTL120]-3	6
21-004902	Šebastiana Zlatna [BBPrNTL120]-3	9
21-004882	Šimone Paula [BBPrNTL120]-3	8
21-004779	Turkova Anna Marija [BBPrNTL120]-3	8
21-005421	Ušumac Andreja [BBPrNTL120]-3	NA
21-004957	Vinogradova Dina [BBPrNTL120]-3	6
21-004824	Vitola Nora [BBPrNTL120]-3	4
20-004623	Zaharova Eduarda [BBPrNTL120]-3	10

Save

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

New assessment sheet

Assessment kind: ☒ Planned

Assessment type: 1. Assignment #1

Assessment date:

Comments:

Comments (international):

[List](#)

USIN	Students	2023.02.15	New
21-004971	Arbeitors Arnis [BBPxRNTL120]-3	7	
21-004845	Čekstere Evelīna [BBPxRNTL120]-3	6	
21-004922	Čīma 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	Liepīna 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 Zājina [BBPxRNTL120]-3	9	
21-004882	Šēnere Paula [BBPxRNTL120]-3	8	
21-004779	Turauska Anna Marija [BBPxRNTL120]-3	8	
21-005421	Ulmane 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:

Period: 2023 Spring Course: [LAW002] Civil Defen

USIN	Students	Assignment #1 (40%)	Exam (60%)	Final grade (preliminary)	Final grade (published)
21-004971	Arbeitors Arnis [BBPxRNTL120]-3	7	4	5	5
21-004845	Čekstere Evelīna [BBPxRNTL120]-3	6	7	6	6
21-004922	Čīma 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	Liepīna 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 Zājina [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	Ulmane Andra [BBPxRNTL120]-3	NA	NA	-	-
21-004957	Vinogradova Dina [BBPxRNTL120]-3	6	9	7	7
21-004824	Vītola Nora [BBPxRNTL120]-3	4	7	5	5
20-004623	Zaharovs Eduards [BBPxRNTL120]-3	10	8	8	8

Not published grades Insufficient grade Planned

: 04.04.2023.