

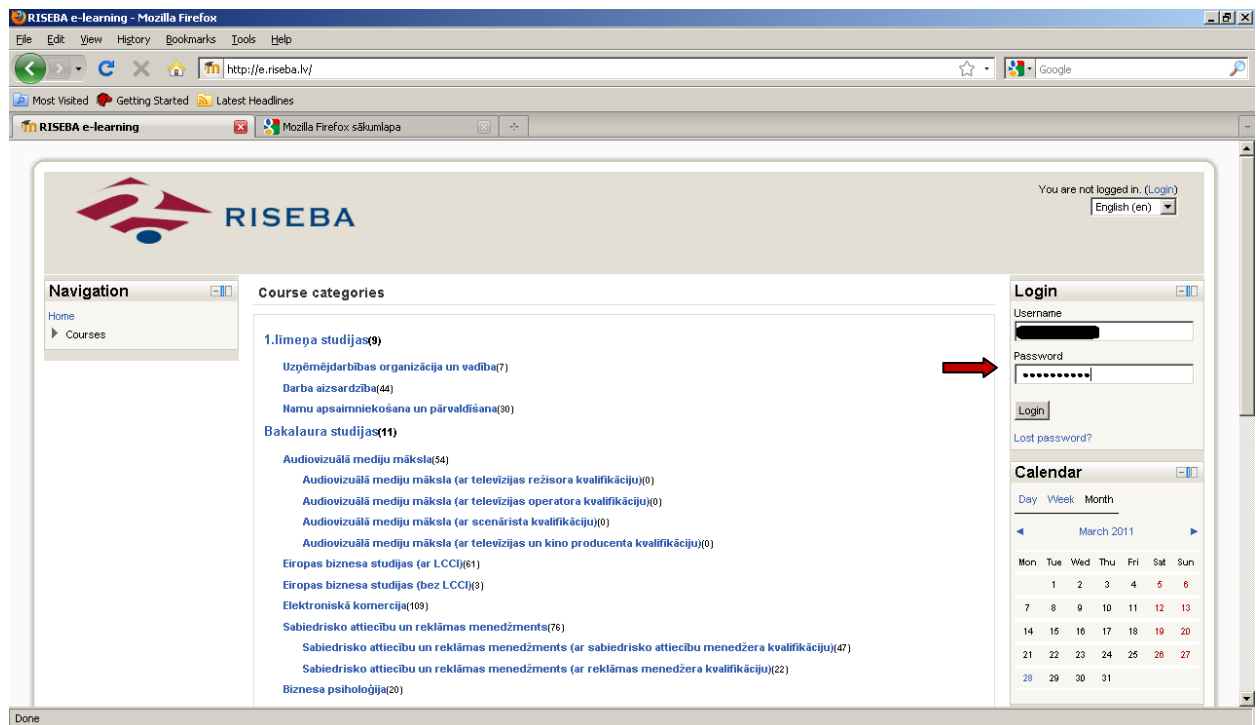
Moodle instructions for RISEBA students

RISEBA Moodle server address is <http://e.riseba.lv>. You can connect the system with the same username and password that is being used on university's computer network.

You may ask for questions, technical support and receive your username and password by sending email to: tech@riseba.lv

Further on in this material there is a step-by-step tutorial, after which the student will know how to be able to see everything about his lectures and get access to study materials for his courses.

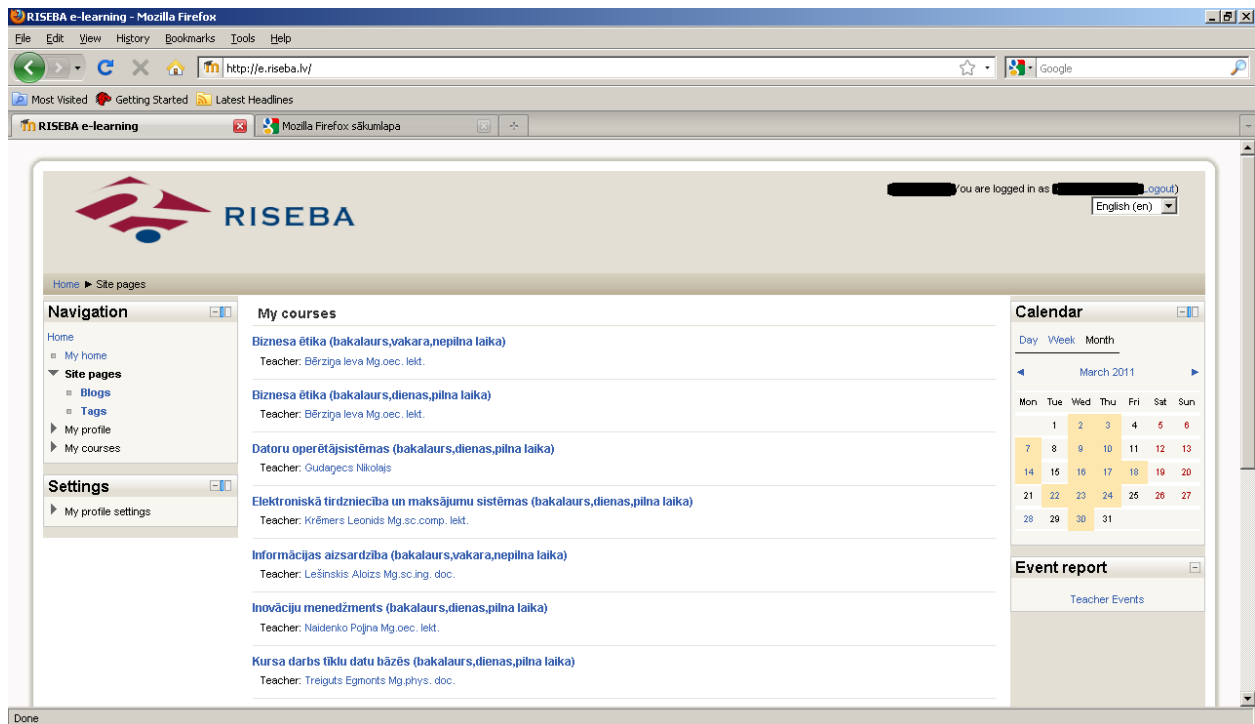
1. Go to <http://e.riseba.lv>
2. Enter your username and password – they are the same as on RISEBA computer network



Picture 1. Logging into the system

3. Now you are logged on RISEBA information system as a student. You can see:

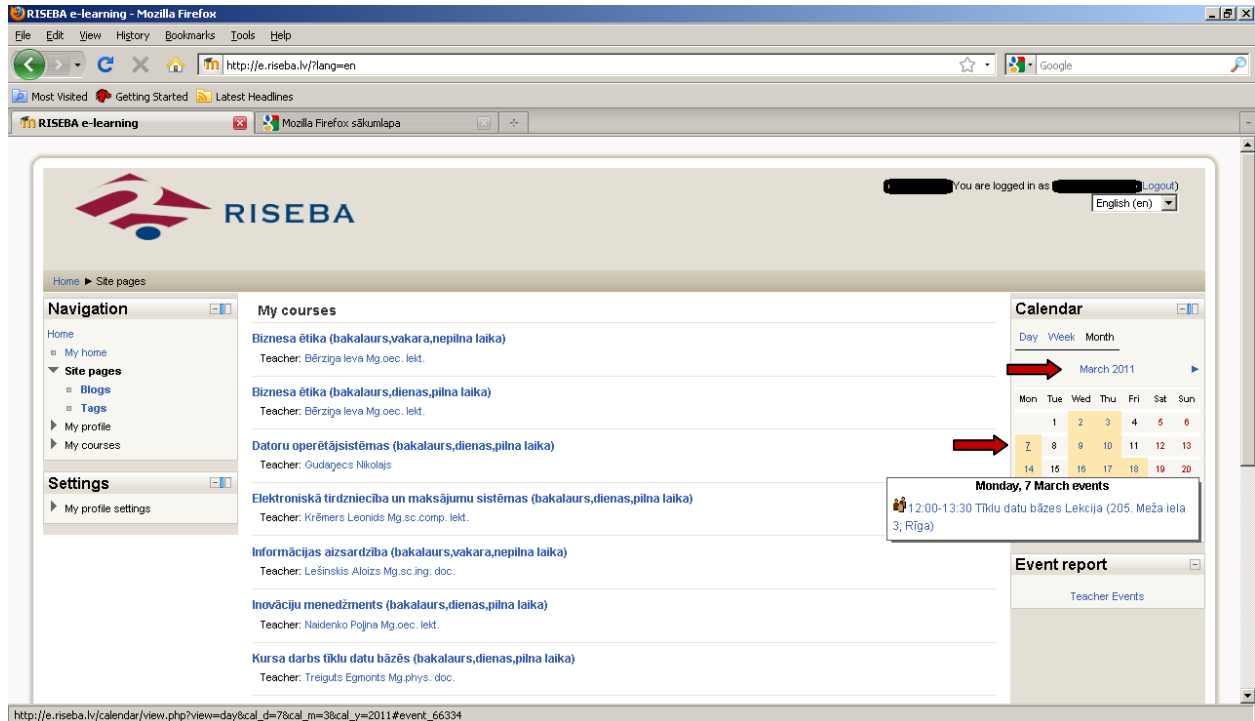
- a. Section „My courses” – courses that you are currently studying;
- b. Section „Calendar” – here are the dates when you have your lectures;
- c. Section „Event report” – Here you may find when and where your lecturers are on a particular day. This is useful when you need to, for example, rewrite a test. This way you may find when and where is the lecturer you need.
- d. Navigation block – other functions of this site are available here.



Picture 2. Main page

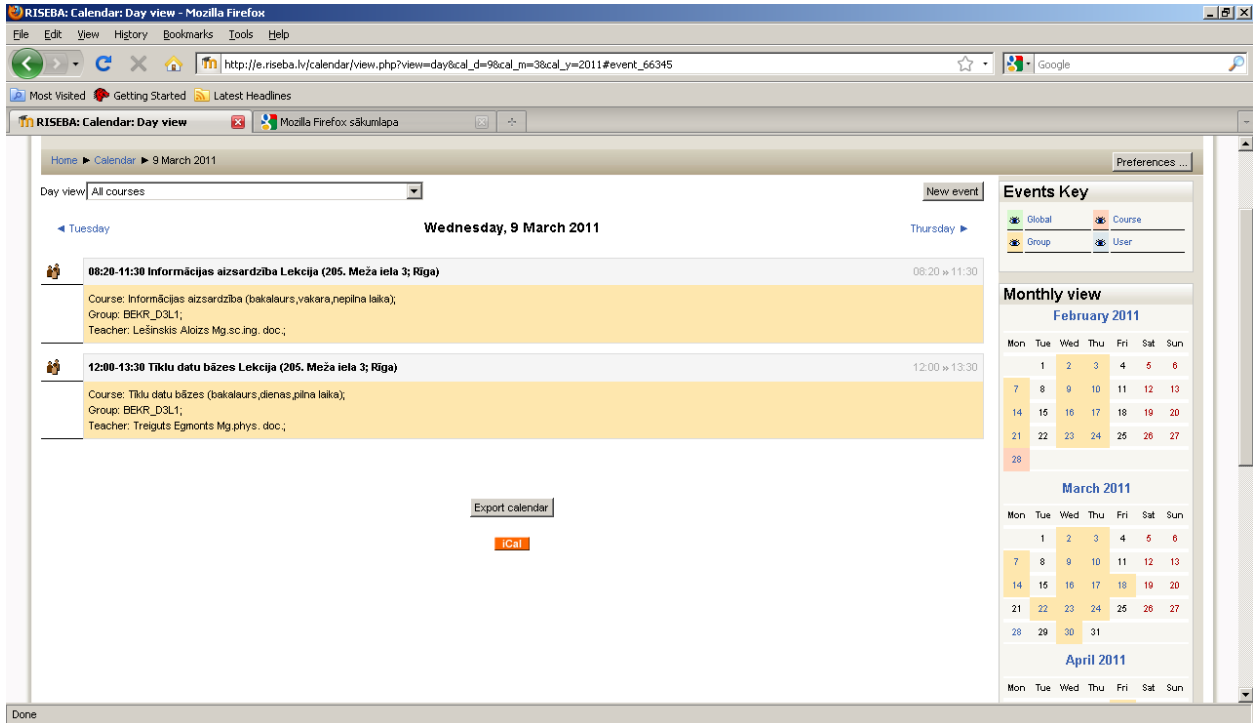
Note: at any moment you may change the language of this site. (in the upper right corner)

4. **Viewing your lectures on the calendar.** You may find the list of your lectures on the Calendar. To view your lectures either by days, weeks or months, click on either Day, Week or Month. On days that are marked by orange there are some kind of events for you – lectures, lessons, etc. To see your list of lectures on a current date or month, click on either the current Day or the Week or the Month you may wish to see.



Picture 3. Switching calendars

5. **On Day view (Calendar), every lecture has the following information:**
- The name of the lecture and course
 - The name, surname and degree of the lecturer and what he teaches
 - Place and time of the lecture
 - System code of the group
 - Event type (lecture, test, exam etc.)

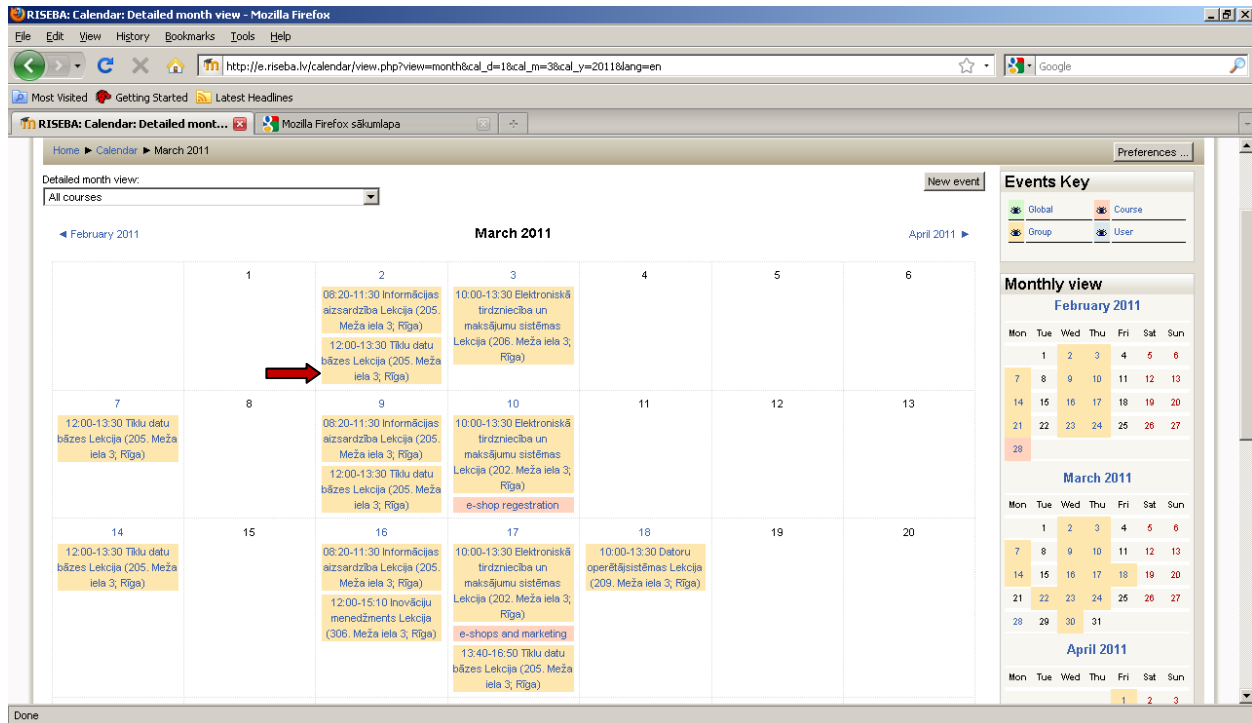


Picture 4. List of lectures *day view* (On calendar)

6. On Month view (Calendar), the following information is visible:

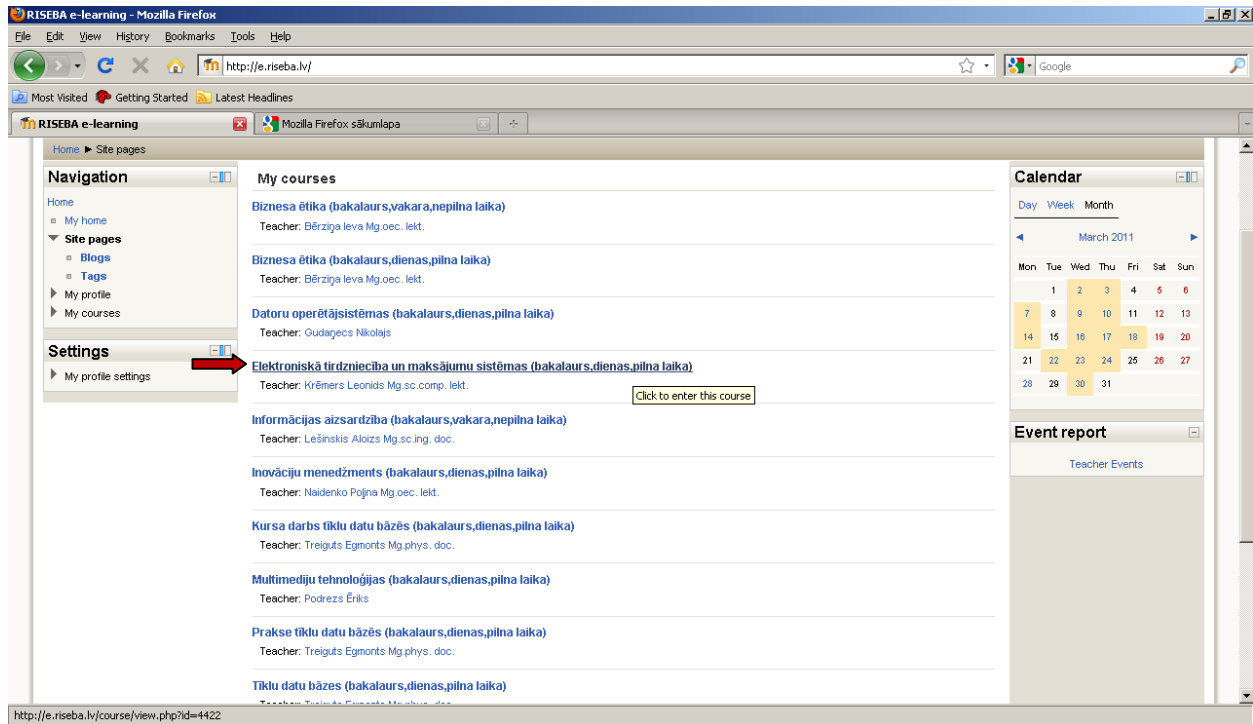
- a. Name, time and place of the courses and lectures,
- b. Event type (lecture, test, exam, etc.)

7. To view detailed information about a lecture – click on it; the day view will open on the calendar (see Picture 5)



Picture 5. List of lectures on monthly view

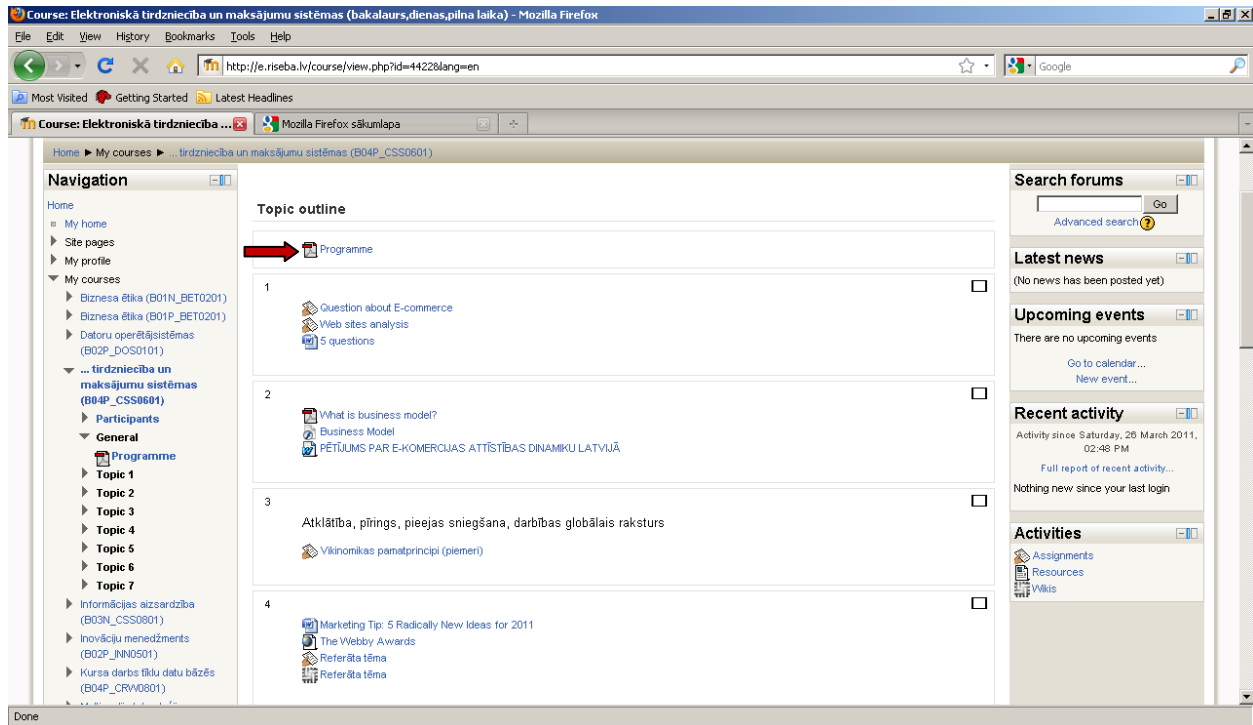
8. **Study courses - study materials.** To view the contents of a study course – materials and exercises - click on the name of the course on the main page.



Picture 6. Viewing the contents of the course

9. When opening a study course, you may see the following:

- a. Study materials that the lecturer has put there for your study course/group. Those may be downloadable files, audio and video presentations, links to other webpages or simply text; for every type of a study material there is a unique icon;
- b. Activities – tasks that the lecturer has planned and that you will have to do in a certain period of time (your lecturer will inform you about the time on the lecture); every type of an activity has got it's own unique icon;
- c. Upcoming events – here you may see lectures and activities that will be happening soon.



Picture 7. Study course content