

Emailing through Liberty Link Gradebook

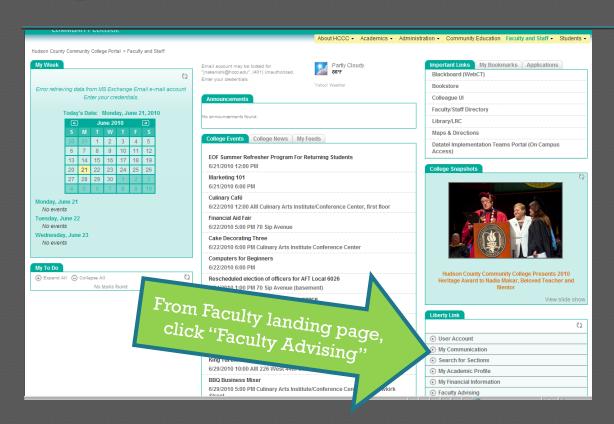
Using the Gradebook for emailing your class

Welcome to Hudson County Community College's Gradebook training. Colleague provides many new technologies and resources, one of them being the Gradebook. The Gradebook is an online grading tool that integrates with the Colleague information system.

You will need:

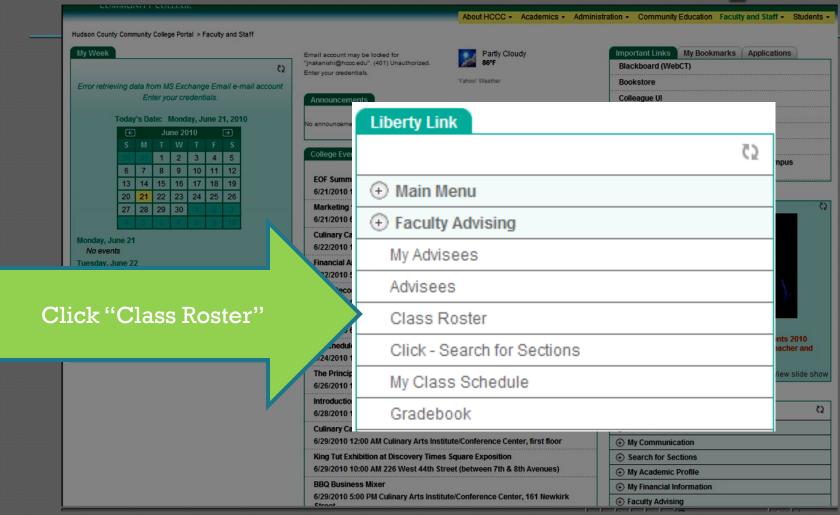
- Access to the internet
- Access to your MyHudson portal
- The Gradebook is located on your MyHudson portal so your experience with this training will be best if you already have access to you're my Hudson portal account. For new faculty, the ITS Department assigns the usernames and passwords after they receive your information from the Human Resources Department. For returning faculty, your username and password should be the same set that you use to access your email account or log in to your PC.

MyHudson Portal/Liberty Link



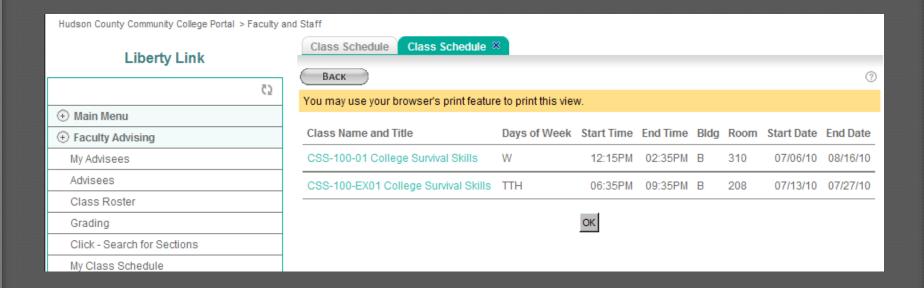
To access the area where you will see your rosters and submit grades and attendance, you must be logged in to your MyHudson portal. From the Faculty landing page, you will see a tab on the bottom right hand side of the screen called "Liberty Link." Click on the "Faculty Advising" option.

Semester Schedule: Step 1



"Faculty Advising" will display 6 options.

Semester Schedule: Step 2



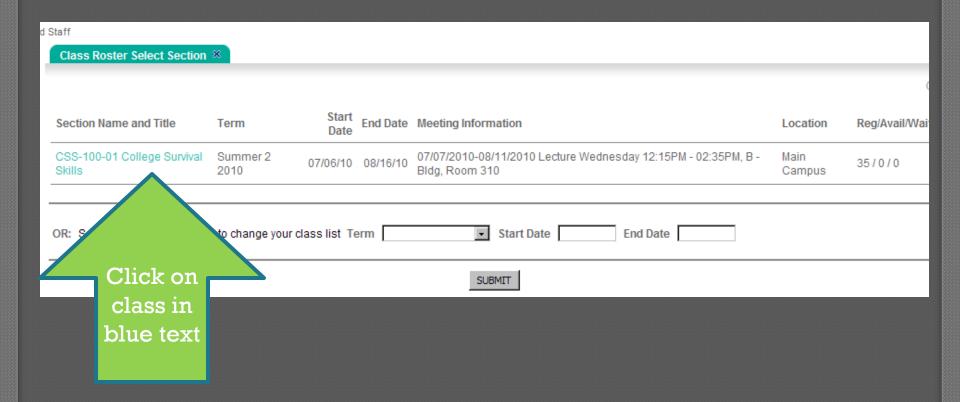
Your classes will be listed with meeting information including days, times, and location.

Class Roster: Step 3

Staff						
Class Roster Select Section	×					
						(
Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
CSS-100-01 College Survival Skills	Summer 2 2010	07/06/10	08/16/10	07/07/2010-08/11/2010 Lecture Wednesday 12:15PM - 02:35PM, B - Bldg, Room 310	Main Campus	34/1/0
OR: Select a term or date rang	e to change your	class list Te	Fall 2	O10 ner 2 2010 SootMIT		
				click on		
			(class in lue text		

All courses you are assigned to will be listed here, regardless of the semester. Information on this screen include the section name, terms, start and end dates, start and end times, location, campus, number of students registered and number of seats available To display only the courses for one semester, select it from the drop down and hit "Submit."

Class Roster: Step 4

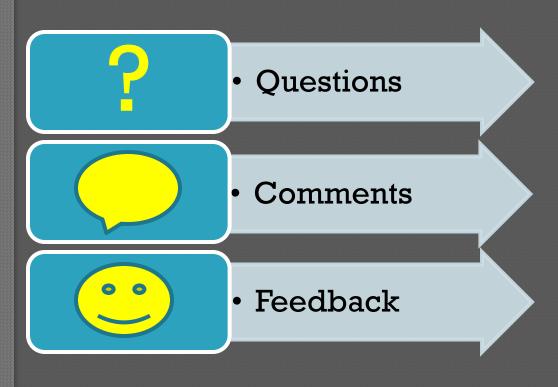


Class Roster: Step 5

Class Roster ×														
ВАСК														
Course Name and Title Instructor Meeting Information Reg/Avail/Wait														
<select a="" course="" different="" e-mail="" gradebook="" section="" students<="" td="" these=""></select>														
Student	ID	Access E-mail A	ddr	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CE				
Altilio, Maria V.	0241256		Click on	201-865- 5995 (HO)	Р	Freshman	UG	New	1.00					
Azer, Eyriney B.	0241421		"Email	201-936- 701 (HO)	Р	Freshman	UG	New	1.00					
Banaa, Luma G.	0106781	Igeorge	These	551-697- 1405 (HO)	Р	Freshman	UG	New	1.00					
Barbosa, Jose A.	0104925	jbarbos	Students	973-508- 9613 (HO)	Р	Freshman	UG	New	1.00					
Boronat, Matthew	0243400		,,		Р	Freshman	UG	New	1.00					
Browne, Sharnissha D.	0111507	sbrowne	e1507@live.hccc.edu	201-761- 9685 (HO)	Р	Freshman	UG	New	1.00					
Carone, Tara N.	0241469			201-726- 7763 (CE)	Р	Freshman	UG	New	1.00					
Charles, Ronise	0112234			201-640- 1925 (HO)	Р	Freshman	UG	New	1.00					
Dejesus, Jazmine D.	0241648			201-640- 5577 (HO)	Р	Freshman	UG	New	1.00					

NOTE: Type your message and send

Gradebook Review



Please email: gradebook@hccc.edu