



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

Hudson County Community College Portal > Faculty and Staff

My Week

Error retrieving data from MS Exchange Email e-mail account
Enter your credentials.

Today's Date: Monday, June 21, 2010

June 2010						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Monday, June 21
No events

Tuesday, June 22
No events

Wednesday, June 23
No events

My To Do

Expand All Collapse All
No tasks found.

Announcements

No announcements found.

College Events

College News My Feeds

EOF Summer Refresher Program For Returning Students
6/21/2010 12:00 PM

Marketing 101
6/21/2010 6:00 PM

Culinary Café
6/22/2010 12:00 AM Culinary Arts Institute/Conference Center, first floor

Financial Aid Fair
6/22/2010 5:00 PM 70 Sip Avenue

Cake Decorating Three
6/22/2010 6:00 PM Culinary Arts Institute Conference Center

Computers for Beginners
6/22/2010 6:00 PM

Rescheduled election of officers for AFT Local 6026
6/22/2010 1:00 PM 70 Sip Avenue (basement)

Important Links

My Bookmarks Applications

Blackboard (WebCT)

Bookstore

Colleague UI

Faculty/Staff Directory

Library/LRC

Maps & Directions

Datatel Implementation Teams Portal (On Campus Access)

College Snapshots

Hudson County Community College Presents 2010 Heritage Award to Nadia Makar, Beloved Teacher and Mentor

View slide show

Liberty Link

User Account

My Communication

Search for Sections

My Academic Profile

My Financial Information

Faculty Advising

From Faculty landing page, click "Faculty Advising"

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

Hudson County Community College Portal > Faculty and Staff

My Week

Error retrieving data from MS Exchange Email e-mail account
Enter your credentials.

Today's Date: Monday, June 21, 2010

S	M	T	W	T	F	S
31	1	2	3	4	5	
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27	28	29	30	1	2	3
4	5	6	7	8	9	10

Monday, June 21
No events
Tuesday, June 22

Email account may be locked for
"jnakanishi@hccc.edu", (401) Unauthorized.
Enter your credentials.

Partly Cloudy
86°F
Yahoo! Weather

Announcements

No announcements

College Events

EOF Summer
6/21/2010 1

Marketing
6/21/2010 1

Culinary Ca
6/22/2010 1

Financial A
6/22/2010 1

Reco
6/22/2010 1

Schedule
6/24/2010 1

The Princip
6/26/2010 1

Introduction
6/28/2010 1

Culinary Ca
6/29/2010 12:00 AM Culinary Arts Institute/Conference Center, first floor
King Tut Exhibition at Discovery Times Square Exposition
6/29/2010 10:00 AM 226 West 44th Street (between 7th & 8th Avenues)
BBQ Business Mixer
6/29/2010 5:00 PM Culinary Arts Institute/Conference Center, 161 Newkirk Street

Important Links

Blackboard (WebCT)
Bookstore
Colleague UI

My Bookmarks

Applications

Liberty Link

- + Main Menu
- + Faculty Advising
- My Advisees
- Advisees
- Class Roster
- Click - Search for Sections
- My Class Schedule
- Gradebook

My Communication
Search for Sections
My Academic Profile
My Financial Information
Faculty Advising

“Faculty Advising” will display 6 options.

Semester Schedule: Step 2

Hudson County Community College Portal > Faculty and Staff

Liberty Link

- + Main Menu
- + Faculty Advising
 - My Advisees
 - Advisees
 - Class Roster
 - Grading
 - Click - Search for Sections
 - My Class Schedule

Class Schedule **Class Schedule** ✕

BACK ?

You may use your browser's print feature to print this view.

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
CSS-100-01 College Survival Skills	W	12:15PM	02:35PM	B	310	07/06/10	08/16/10
CSS-100-EX01 College Survival Skills	TTH	06:35PM	09:35PM	B	208	07/13/10	07/27/10

OK

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

Class Roster: Step 3

and 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 range to change your class list

Term

Start Date

End Date

Fall 2010

Summer 2 2010

SUBMIT

Click on
class in
blue 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

d Staff

Class Roster Select Section ✕

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wai
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	35 / 0 / 0

OR: Search to change your class list Term Start Date End Date

SUBMIT

Click on
class in
blue text

Class Roster: Step 5

Class Roster ✕										
BACK										
Course Name and Title Instructor Meeting Information Reg/Avail/Wait										
<--Select a different course section Gradebook E-Mail these Students										
Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CE
Atilio, Maria V.	0241256			201-865-5995 (HO)	P	Freshman	UG	New	1.00	
Azer, Eyriney B.	0241421			201-936-701 (HO)	P	Freshman	UG	New	1.00	
Banaa, Luma G.	0106781		lgeorge	551-697-1405 (HO)	P	Freshman	UG	New	1.00	
Barbosa, Jose A.	0104925		jbarbos	973-508-9613 (HO)	P	Freshman	UG	New	1.00	
Boronat, Matthew	0243400				P	Freshman	UG	New	1.00	
Browne, Sharnissha D.	0111507		sbrowne1507@live.hccc.edu	201-761-9685 (HO)	P	Freshman	UG	New	1.00	
Carone, Tara N.	0241469			201-726-7763 (CE)	P	Freshman	UG	New	1.00	
Charles, Ronise	0112234			201-640-1925 (HO)	P	Freshman	UG	New	1.00	
Dejesus, Jazmine D.	0241648			201-640-5577 (HO)	P	Freshman	UG	New	1.00	

Click on
"Email
These
Students
"

NOTE: Type your message and send

Gradebook Review



• Questions



• Comments



• Feedback

Please email:
gradebook@hccc.edu