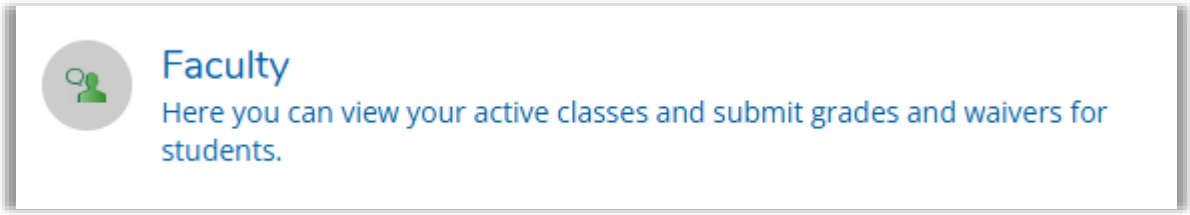
How to Enter Attendance for On-Ground/Remote Sections

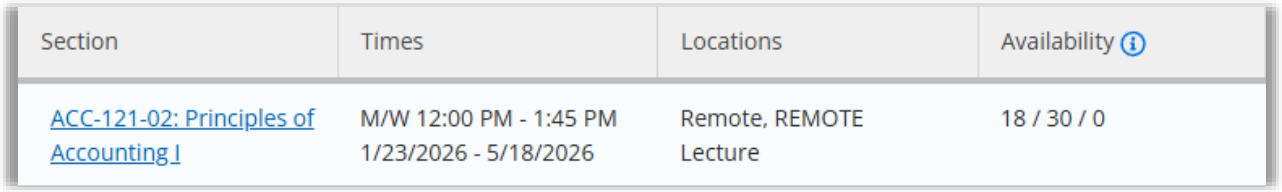
Step 1: Access the HCCC Portal

Sign in to LibertyLink using your faculty credentials



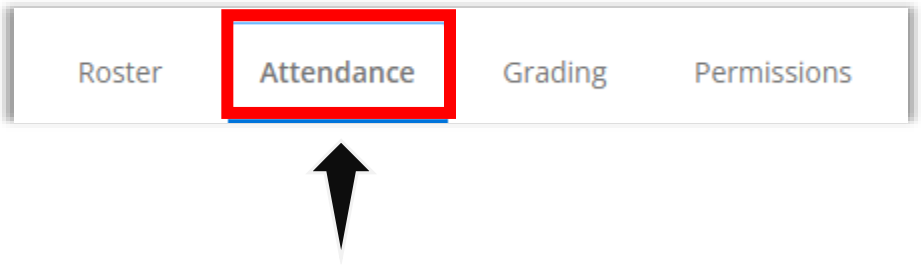
Step 2: Navigate to Faculty Tools

From the main menu or dashboard, select the faculty tile or tab and locate the specific online section you wish to manage and **click on the section name** to open its details.



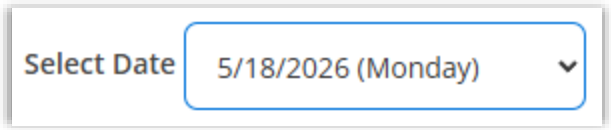
Step 3: Open the Attendance Tab

Within the course section menu, click on the Attendance tab.

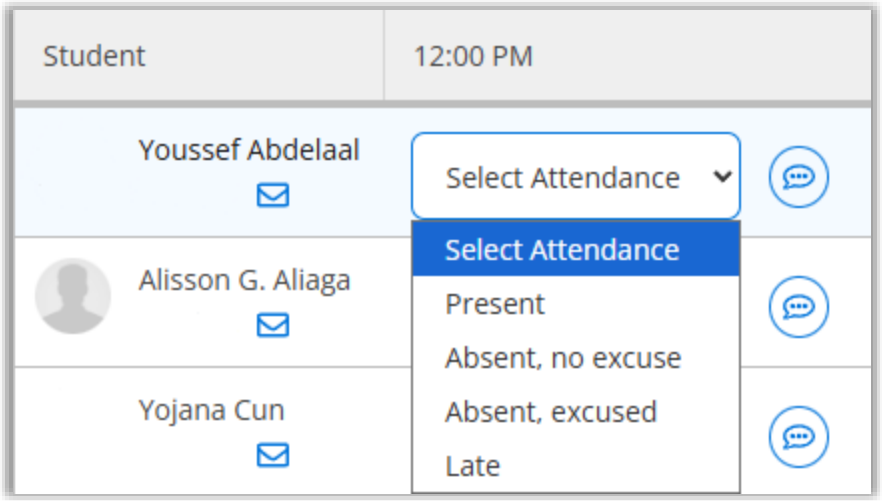


Step 4: Record Daily Attendance

Under the Attendance tab, on the right side of the page, select the date for which you want to record attendance.



Once you have selected the date, you can navigate over to the student section to update the attendance status for all students. (**The system updates in real-time as you make your selections**)



Important System Rules

No Future Dates: You cannot record attendance for dates that have not yet occurred. For example, if today is April 29, 2026, the system will not allow you to enter attendance for April 30.

Correct Selection: Always confirm the correct date is selected before entering status updates to ensure data accuracy.

Attendance Recording: Attendance shall be recorded no more than seven (7) calendar days after each class meeting for on-ground or remote courses and no more than seven (7) calendar days at the end of each module for online courses