Clark County Education Association

A GUIDE TO NAVIGATING ELMS

2019-2020

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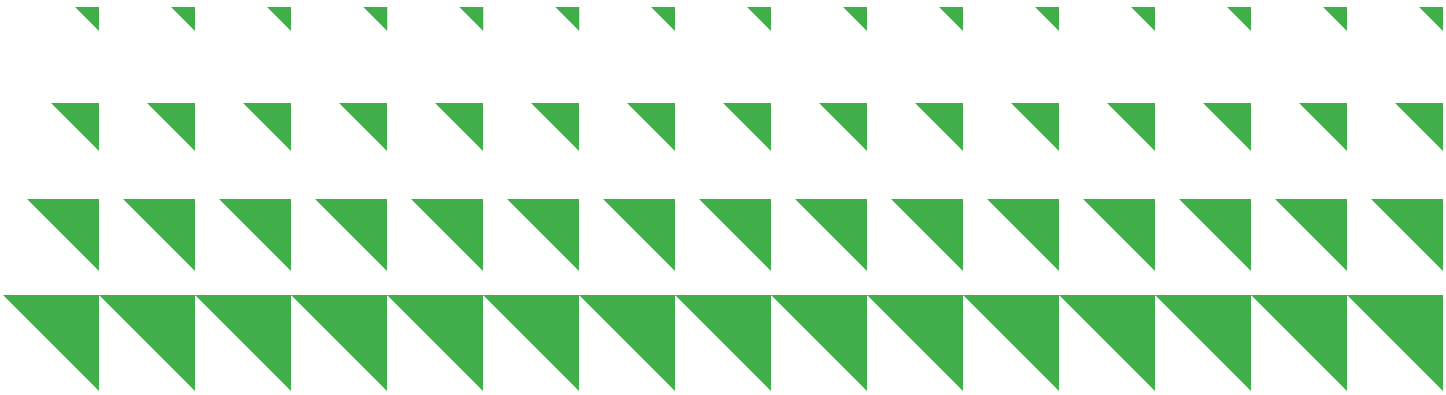


Enterprise Learning Management System (ELMS)

The Curriculum and Professional Growth Department released the new Enterprise Learning Management System (ELMS) for implementing the PGS electronically on June 2, 2018.

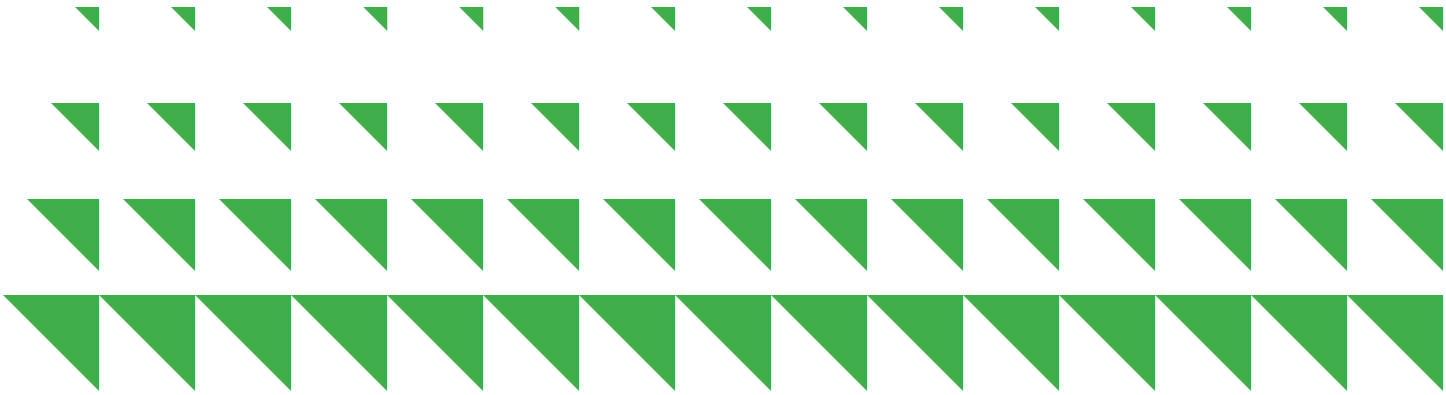
CCSD ELMS Access:

→ learn.ccsd.net

**The login credentials are one's Active Directory (AD) username and password*

The Curriculum and Professional Growth Department released the new Enterprise Learning Management System (ELMS) for implementing the PGS electronically.

This guide has been created to serve as a resource for you. Sample PGS roadmaps will serve as an example of how you can successfully achieve your salary advancement. You will also be introduced to a series of tools that will help you navigate through the ELMS.



PGS Support

CCSD ELMS Workshops

CCSD offers PGS workshops to support educators and licensed professionals.

To access the list of upcoming trainings:

→ learn.ccsd.net

→ search "trainings"

→ use keyword "PGS"

PGS Video Tutorials

Video Tutorials have been created to assist you with navigating ELMS, including such topics as:

- Logging in to CCSD ELMS
- Writing, Submitting, and Viewing Your 2019-20 PGP or Opt-Out Using CCSD ELMS
- Submitting Self-reported Activities for CU Accrual
- Using Google Drive to Store and Link Contact Unit Documents
- Contact Unit Approval Forms-Time-Based Activities

To access these and other video tutorials:

→ ccea-nv.org

CCEA PGS Support

CCEA offers members PGS support opportunities.

If you have questions about the Professional Growth System or simply need guidance, please contact us:

→ pgs@ccea-nv.org

→ 702-473-1011

PGS Roadmap

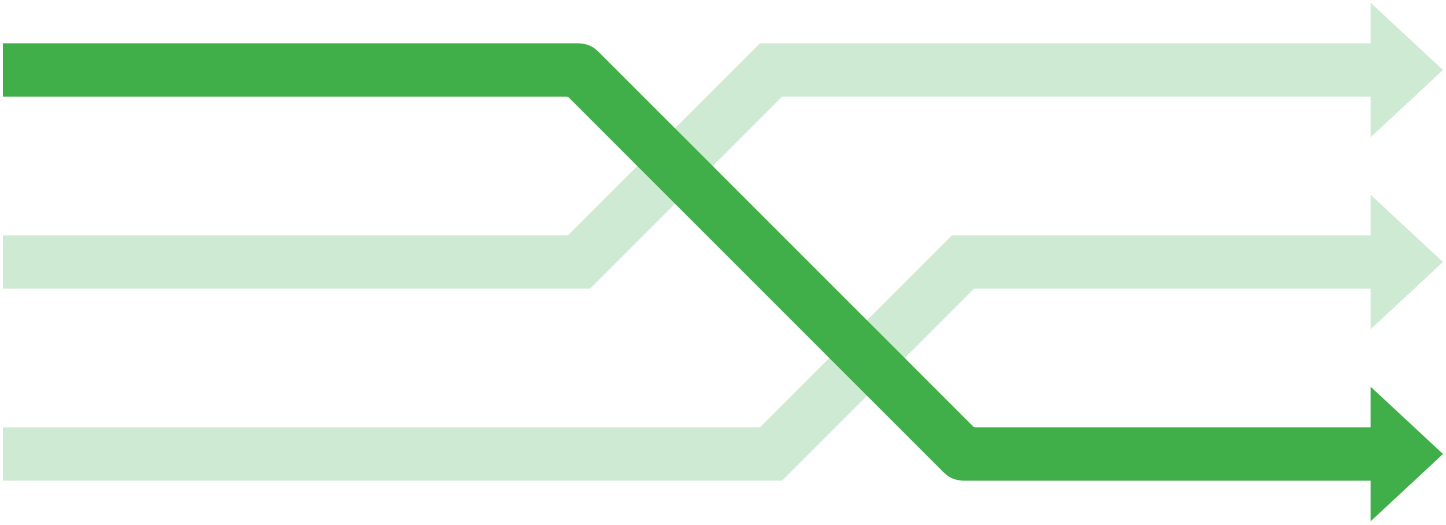
The Professional Growth System offers educators the autonomy to choose their path toward professional growth. Whether you choose one of the roadmaps included in this guide or build your own, the option is yours.

School Leadership/SOT

(Earn up to 245 CUs)

Educators pursuing school leadership opportunities have multiple CU activities from which to choose. This roadmap includes CUs you can earn as an SOT member, trainings that can be attended to support the knowledge and skills necessary for your work as an SOT member, and activities aimed at supporting your school and community on SOT initiatives.

- Serving as a School Organizational Team Member (40 CUs)
- Completion of CCEA Microcredential Stacks (45 CUs)
    - → Identifying Stakeholders
    - → Leading with Purpose
    - → Using Data
- Parent and Community Engagement Leadership (30 CUs)
- Engaging in School-wide Planning (30 CUs)
- Writing Professional Development for your School/Site (50 CUs)
- Teaching Professional Development for your School/Site (50 CUs)



PGS Roadmap:
Early Career Educator

(Earn up to 226 CUs)

As an early career educators you may attend CCSD on-boarding trainings and college coursework to remove provisions from your license. These activities accrue CUs toward your salary advancement. This roadmap included activities that an early career educator may engage in during their first few years at CCSD.

**Maximums pertain to a Title I School*

- CCSD On-Boarding (7 CUs)
- Parental Involvement and Family Engagement (PIFE) Provision (24 CUs)
- Parent and Community Engagement Leadership (30 CUs)
- Mentee (20 CUs)
- District Professional Development (40 CUs)
- School/Site Professional Development (50 CUs)
- CCEA Micro-credentials (30 CUs)
- Attending a Professional Development Conference (25 CUs)

PGS Roadmap: Mulitcultural Focus with English as a Second Language Endorsement (TESL)

Nevada State College (Earn up to 238 CUs)

Earning a TESL endorsement helps teachers learn strategies to meet the needs of their students. This roadmap is an example of a typical path that a teacher may choose in order to improve their practice.

**Maximums pertain to a Title I School*

- College Credits in Education (12 semester credits/96 CUs)
    - → EDRL 471 Theory and Practice for Academic English Language Development
    - → EDRL 474 Methods and Curriculum for Teaching English Language
    - → EDRL 475 Assessment and Evaluation of English Language Learners
    - → EDRL 477 Curriculum Development of English Language Learners
- Maintain a second endorsement (10 CUs)
- CCEA Micro-credentials (30 CUs)
- School-Based Tutoring (50 CUs)
- Parent or Community Engagement Leadership (30 CUs)
- Participating as a Member of the IEP Team (22 CUs)

Logging in to CCSD ELMS

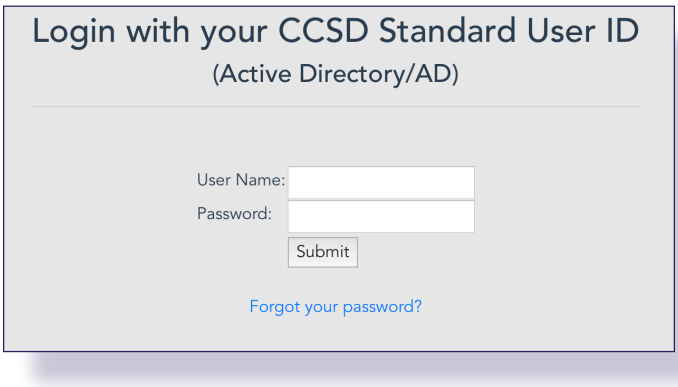
Educators/licensed professionals who are working towards salary advancement will submit all Contact Unit documentation online in the CCSD Enterprise Learning Management System (ELMS).

Please follow the directions below to log in to your account:

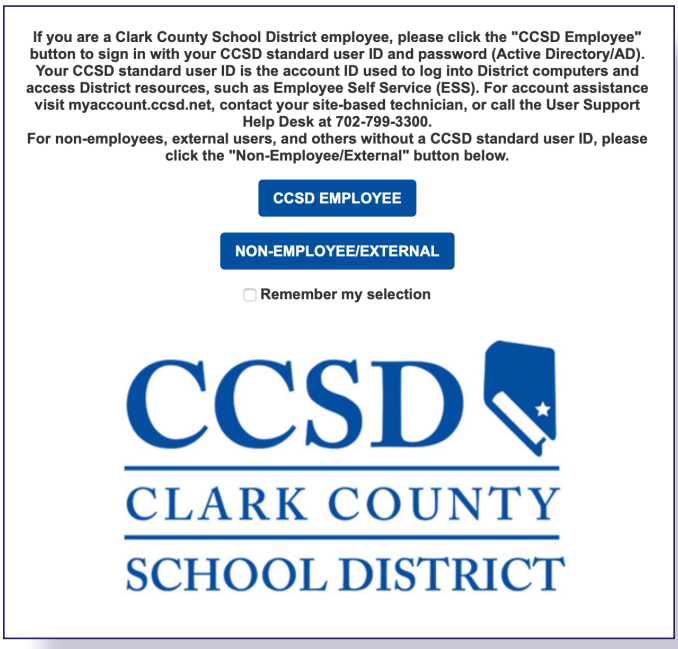
1. In a web browser on your computer or Chromebook, go to CCSD ELMS at:

   → **learn.ccsd.net**

2. Select "CCSD EMPLOYEE."



3. Enter your CCSD Active Directory User Name and Password.



4. Select "Submit."

Submitting Your Professional Growth Plan or Opt-Out 2019-2020

All educators/licensed professionals must submit documentation of their intent to accrue Contact Units (CUs) during the 2018-2019 school year. Documentation of intent is shown through either completing a Professional Growth Plan (PGP) or choosing to Opt-Out of accruing CUs for salary advancement during the 2018-2019 school year.

This process will be completed online by logging into the CCSD Enterprise Learning Management System (ELMS):

1. Once you are logged in to your account, please follow the directions below:

2. Select the "Timeline" menu in the upper right-hand corner of the screen. Select "Go" to "Opt-In or Opt-Out of Professional Growth Plan and CU Accrual"
3. Select "Opt-In" or "Opt-Out" from the dropdown in the "Overview" section.
4. If choosing to Opt-In, select "Yes" or "No" for each of the focus areas of professional growth.
5. Select "Sign" to digitally sign the bottom of the form.
6. Select "Submit" at the top of the screen to submit the form, then confirm form submission in the popup.

The PGP must be completed online by October 31, 2019, in order to be eligible for accrual of CUs for the 2019-2020 school year.

CCSD educators/licensed professionals hired after October 4, 2019, must complete and submit a signed PGP within four weeks of the first day of employment.

Timeline

June 1st

Deadline to submit the PGS7 form, Request for Column Advancement Licensed Employee, to Human Resources Division via e-mail to:
→ **salaryadvancement@nv.ccsd.net**

This document is not accepted after the June 1st, deadline.

August 31st

Deadline to complete all requirements for all hours/coursework being used for the column advancement

October 1st

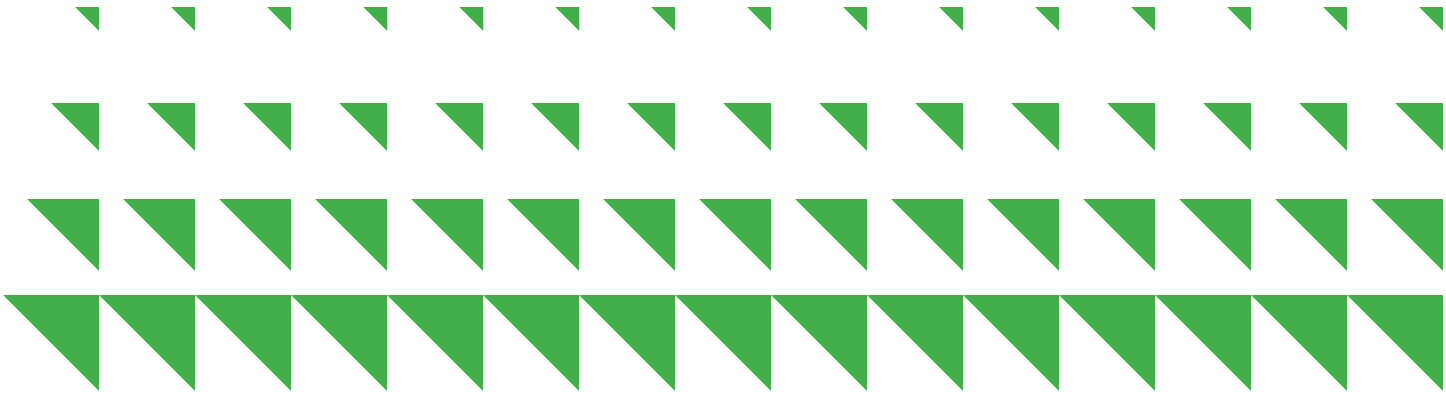
Deadline to submit all PGPs, CU activities, and required documentation within the ELMS.

Official university transcripts must be received by the Professional Growth System department via e-transcript from the university at:

→ **pgs@nv.ccsd.net**

Or at the following physical address:

→ **Clark County School District**
Human Resources Division - Attn: PGS Department
2832 E. Flamingo Road
Las Vegas, NV 89121



Submitting Contact Units (CUs) in CCSD ELMS

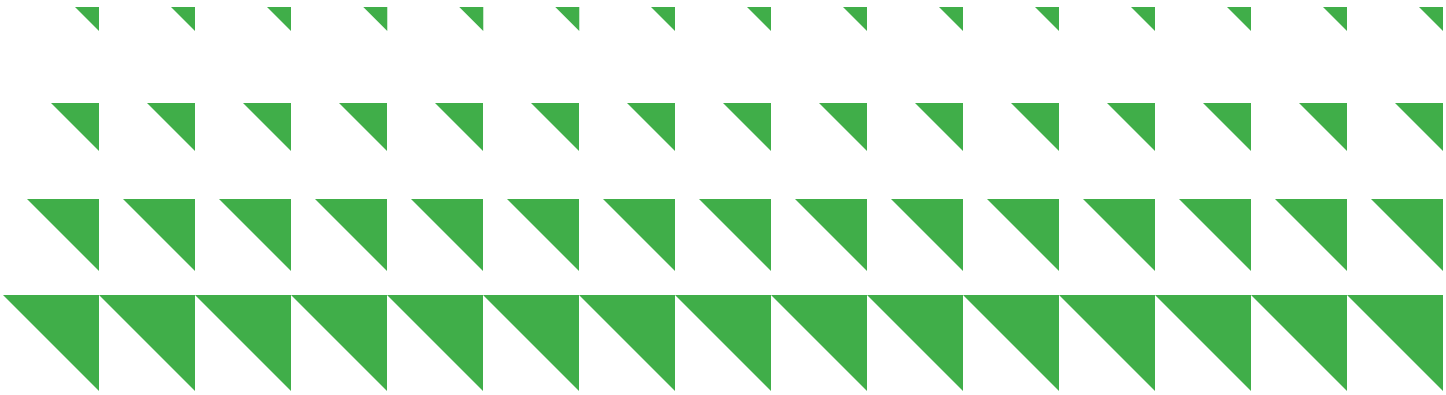
Educators/licensed professionals accruing CUs for salary advancement must submit all CU documentation for approval using CCSD ELMS.

Each activity category must be submitted as a separate entry; however, multiple events in the same category may be grouped together as a single entry.

This process will be completed online by logging into the CCSD Enterprise Learning Management System (ELMS).

Once you are logged in to your account, please follow the directions below:

1. Select the "Add CU Activity" icon in the center of the screen.
2. Select "New."
3. Enter the name of the activity and the link to the supporting documents housed in the educator/licensed professional's Google Drive. Note, CCSD ELMS does not permit right clicking. To paste the link, use "Ctrl + v" on a PC or "command ⌘ + v" on a Mac computer.
4. Check the indicated box and select "Add."
5. In the pop-up form, place a checkbox next to one activity from the series of dropdowns on the left and enter the quantity (hours, credits, etc...) on the right. Select "OK."
6. Enter the description of the activity, indicate if compensation was received, enter the start and end date, and enter the number of CUs accrued.
7. You may leave the remainder of the fields blank.
8. Select "Next" from the bottom of the screen, then review what has been entered and select "Submit" from the following page.



Self-Reported Activities by Category within CCSD ELMS

In CCSD ELMS, use the dropdown next to the category to find the specific activity.

CU Activity Category	CU Activity Name
Award Applications	Applying for national or state professional awards Applying for Community based awards
College Coursework	100-level Quarter Credit - Multiculturalism - Approved Univ 100-level Quarter Credit- Multiculturalism - Non-Approved Univ 100-level Semester Credit - Multiculturalism - Approved Univ 100-level Semester Credit - Multiculturalsim - Non-Approved Univ 200-level Quarter Credit in Education - Approved Univ 200-level Quarter Credit in Education- Non-Approved Univ 200-level Quarter Credit not in Education - Approved Univ 200-level Quarter Credit not in Education - Non-Approved Univ 200-level Semester Credit in Education - Approved Univ 200-level Semester Credit in Education- Non-Approved Univ 200-level Semester Credit not in Education - Approved Univ 200-level Semester Credit not in Education - Non-Approved Univ Annenberg Learner Courses Quarter Credit - Multiculturalism - Approved Univ Quarter Credit - Multiculturalism - Non-Approved Univ Quarter Credit in Education - Approved Univ Quarter Credit in Education - Non-Approved Univ Quarter Credit not in Education - Approved Univ Quarter Credit not in Education - Non-Approved Univ Semester Credit - Multiculturalism - Approved Univ Semester Credit - Multiculturalism - Non-Approved Univ Semester Credit in Education - Approved Univ Semester Credit in Education - Non-Approved Univ Semester Credit not in Education - Approved Univ Semester Credit not in Education - Non-Approved Univ Vegas PBS Teacherline Courses
Creating Professional Development	Writing or Developing PD for District Writing or Developing PD for School/site
CUs Available Only For 2-Year Track Eligible Employees	Maintain 2nd Endorsement (Tier I & II only) Parent or Community Engagement Participation (Tier I & II only) Peer Assistance & Review (PAR) Program (Tier I & II only) Schoolwide Planning (Tier I & II only)
Grant Writing	Grant writing that directly impacts students, school, or school community
Mentoring	Mentoring - being a Mentee Mentoring other staff

Presenting Professional Development	Presenting Professional Development at a School/Site Presenting Professional Development at Conferences Presenting Professional Development at the District level Presenting Professional Development at the District level for which PDE credit is issued Presenting Professional Development for RPDP
Professional Development	Conference Attendance for PD Micro-Credentials MOOCs (Massive Open Online content Courses) PD - CCEA PD - RPDP PD - School/Site Professional/Specialty License CEUs Vegas PBS GOAL or CAREER Courses Webinars
Professional Development (Extracurricular)	Professional Learning Related to Extracurricular Assignment
Professional Learning Communities	PLC Participation
School and Community Activities	Academic Trips or Competitions as Requested by School or District Common Assessment writing either for District or SIP Field Observation Student Assignment - FOS Parent or Community Engagement Leadership Practicum Student Assignment Professional Learning - Group Level School Organizational Team (SOT) service at work location Student Teacher Assignment
Specific Programs that Enhance Teacher Effectiveness	National Board Completion - Certification National Board Completion - Submission National Board Renewal NEA Early Career leadership Fellows Program capstone project NEA Early Career leadership Fellows Program modules and webinars NEA Teacher Leadership Initiative capstone project NEA Teacher Leadership Initiative modules and webinars Public Education Foundation: Teacher Leadership Academy capstone project Public Education Foundation: Teacher Leadership Academy modules and webinars
Student-Based Activities	Coaching a sport/advising or coordinating an extracurricular club or activity IEP/MDT Participation IEP/MDT writing - SpEd Teachers/Related Services
Supplemental Instruction	Summer School Tutoring - School Based
Task Force Participation	Writing, developing, or evaluating curriculum as part of a Districtwide or Statewide committee

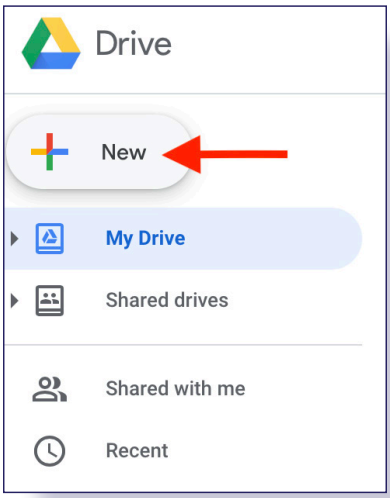
Using Google Drive to Submit Contact Unit Documentation

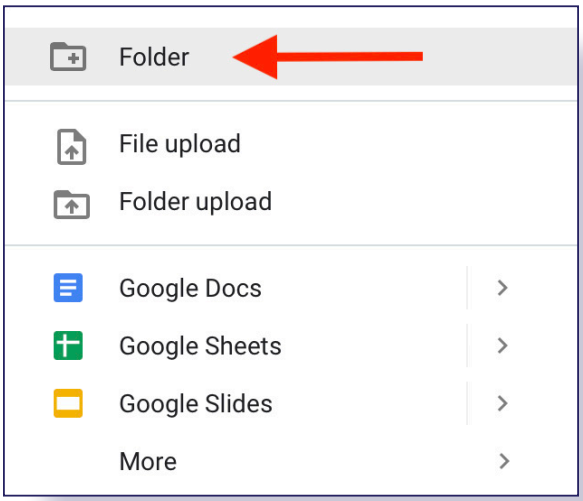
Educators/licensed professionals who are working towards salary advancement will submit all Contact Unit documentation online in the CCSD Enterprise Learning Management System (ELMS).

The required documentation submitted through the system will be uploaded into one's Google Drive and the link to the documentation shared in CCSD ELMS.

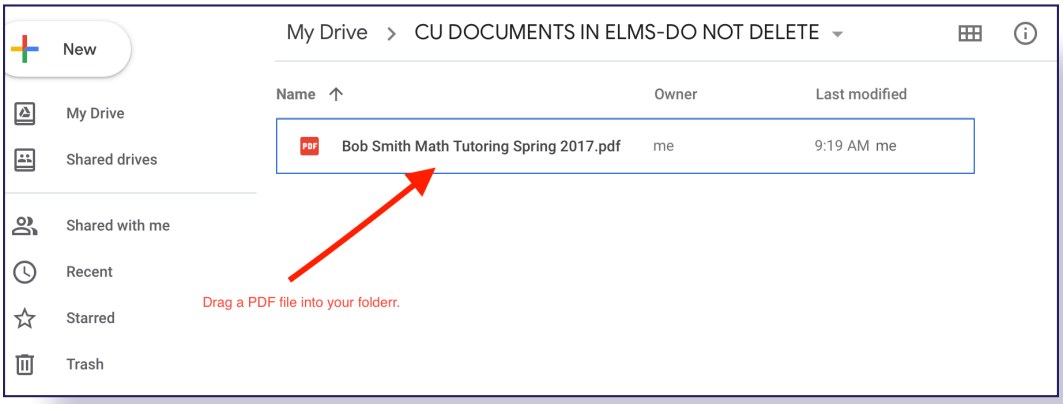
Please follow the directions below:

1. Scan hard copy documents into a single file on your computer for each activity category.
2. Rename the document (example "Smith,Bob - math tutoring Spring 2017.")
3. In a web browser on your computer, go to Google Drive at drive.google.com.
4. Create a folder in your Google Drive for your CU documentation by selecting "New" and "Folder." Name the folder appropriately. Note - you will not be sharing the link to this folder in CCSD ELMS, but you will share the links to the individual files that you store in the folder.

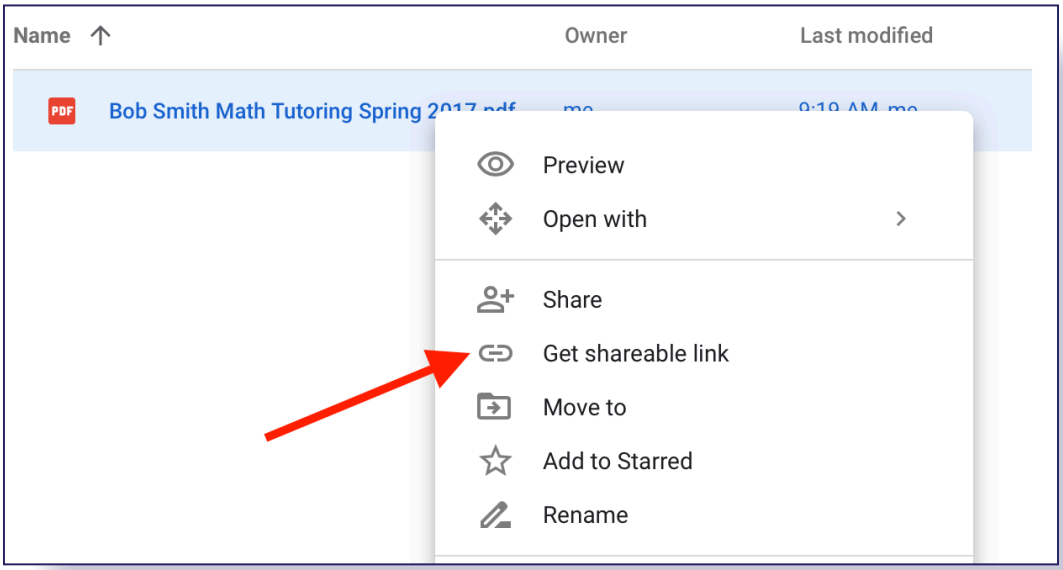




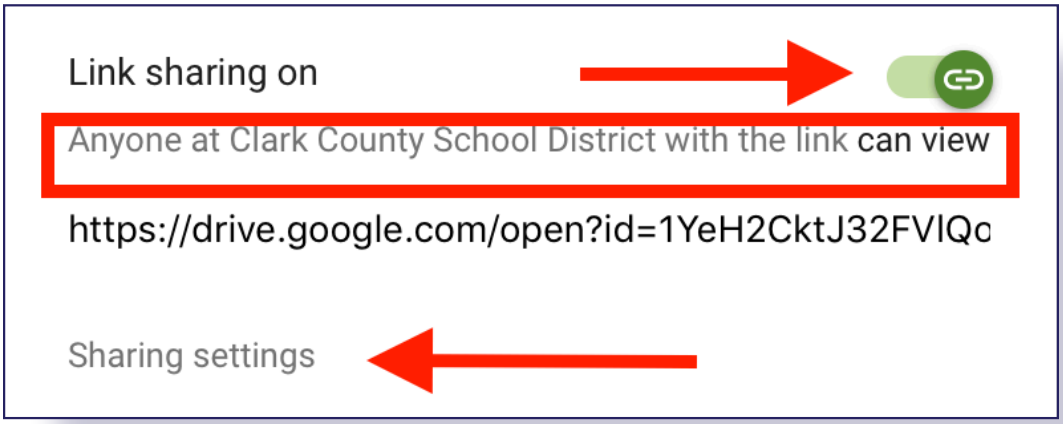
5. Drag the uploaded files from the folder on your computer to the folder in your Google Drive to upload them.



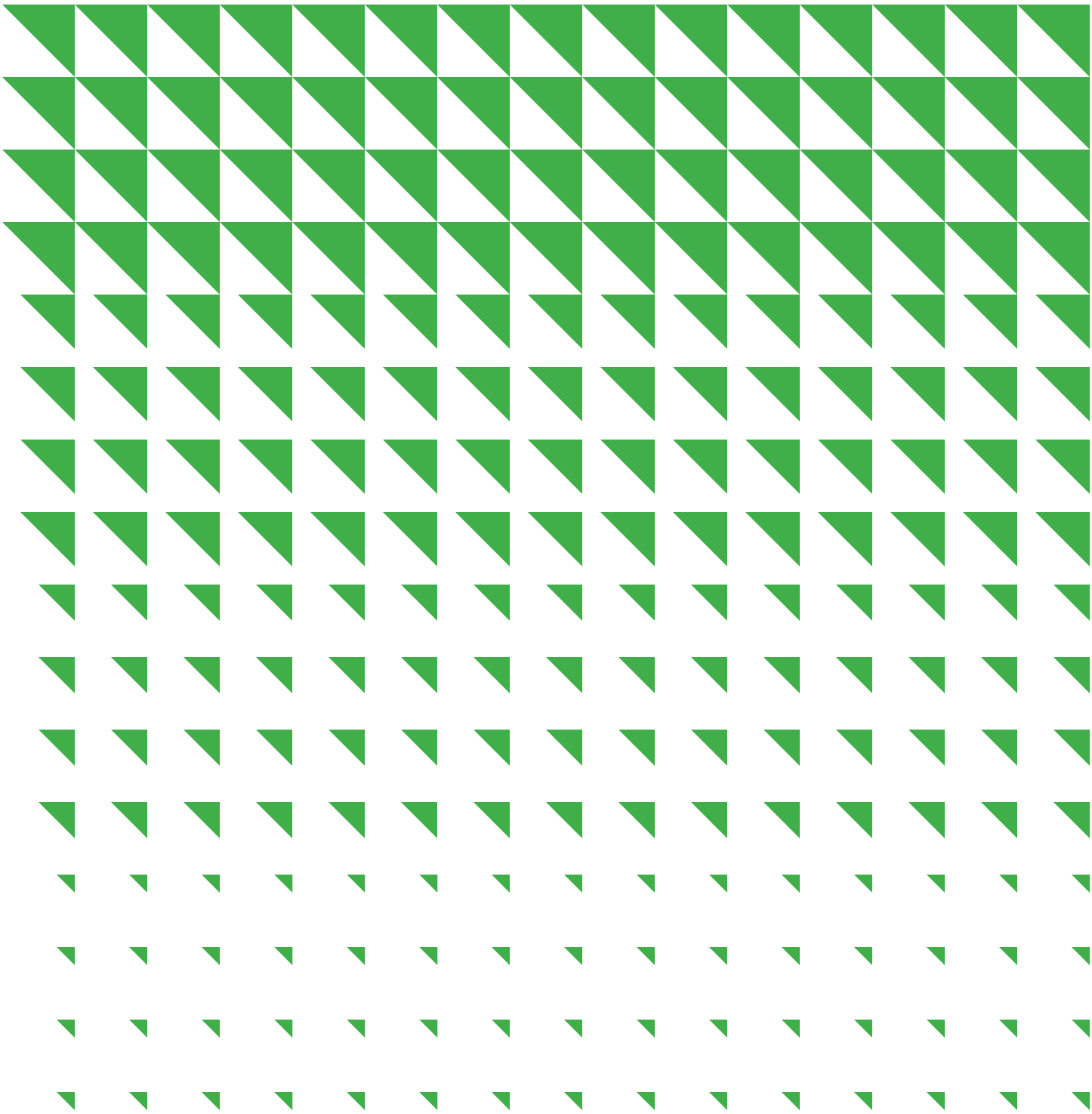
6. Right-click on a single file and select “Get Shareable Link.”



7. Ensure that link sharing is on and that the sharing settings are such that anyone at Clark County School District with the link can view.



8. Copy the link by highlighting it with your mouse and using “Ctrl + c” on a PC or “command ⌘ + c” on a Mac computer.
9. Paste the link into the appropriate field within CCSD ELMS when submitting documentation. Note, CCSD ELMS does not permit right clicking. To paste the link, use “Ctrl + v” on a PC or “command ⌘ + v” on a Mac computer.



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the union of teaching professionals

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