CCSD
CLARK COUNTY
SCHOOL DISTRICT

PROFESSIONAL GROWTH SYSTEM

Submitting Salary Advancement Documentation in CCSD ELMS

Administrative, professional-technical, and licensed employees who are working towards salary advancement will submit all 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) at http://learn.ccsd.net then following the directions below.

1. Select the "Add Advancement Activity" icon in the center of the screen.
2. Select "New."
3. Enter the name of the activity.
4. Enter the link to the supporting documents housed in the employee's Google Drive.
    a. CCSD ELMS does not permit right clicking. To paste the link, use "Ctrl + v" on a PC or "command ⌘ + v" on a Mac computer.
    b. In addition to entering college coursework into ELMS, university transcripts must also be delivered to the PGS office.
5. Check the indicated box and select "Add."
6. In the pop-up form, place a checkbox next to <u>one</u> activity from the series of dropdowns on the left and enter the quantity (hours, credits, etc…) on the right. Select "OK."
7. Enter the description of the activity, whether compensation was received, the start and end dates, and the number of CUs (licensed employees) or hours (administrative and professional-technical employees) accrued.
8. Leave the remainder of the fields blank.
9. Select "Next" from the bottom of the screen, then review what has been entered and select "Submit" from the following page.

Please contact the Professional Growth System Department, at 702-799-4747 or via Gmail at pgs@nv.ccsd.net (licensed employees) or AdminSalary@nv.ccsd.net (administrative or professional-technical employees) with questions.

Human Resources Division
Professional Growth System Department

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