# CCSD
CLARK COUNTY
SCHOOL DISTRICT

*Using Google Drive to Submit Salary Advancement Documentation*

Administrative, professional-technical, and licensed employees who are working towards salary advancement will submit all salary advancement documentation online in the CCSD Enterprise Learning Management System (ELMS) at http://learn.ccsd.net. 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 - Conference Attendance 2020.")

3. In a web browser on your computer, go to Google Drive at https://drive.google.com.

4. Create a folder in your Google Drive for your 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.
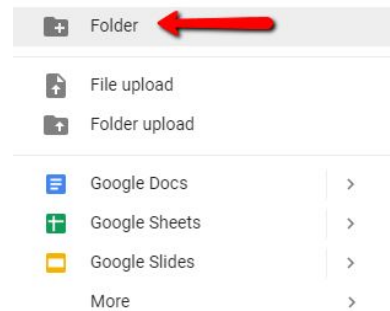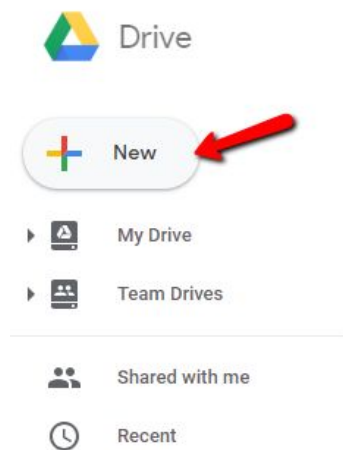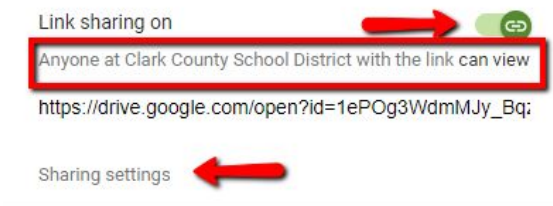

5. Drag the uploaded files from the folder on your computer to the folder in your Google Drive to upload them.
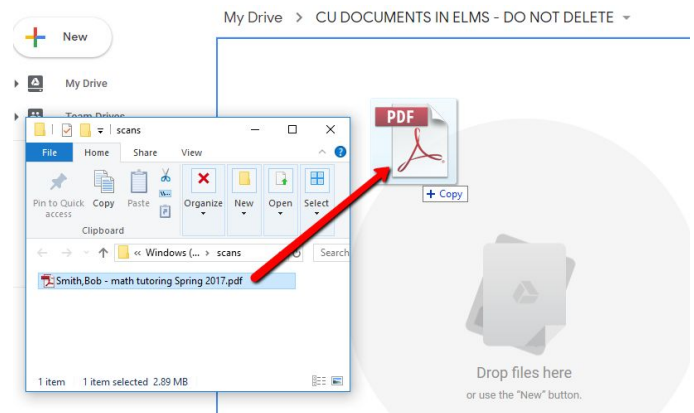
6. Right-click on a single file and select "Get Shareable Link."
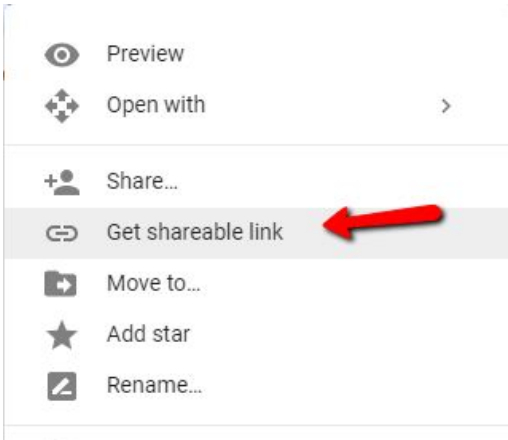
7. Ensure that link sharing is on and that the sharing settings are such that anyone at Clark County School District with the link can view.

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.

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.