Glossary

This document defines terms used in the book *First Aid for Teacher Burnout: How You Can Find Peace and Success*.

**App** is short for *application*, as an app is a computer application that runs on a device (such as a smartphone or tablet) to offer specific functions or features to users.

**Burnout** is a condition someone experiences when he or she has been overworked and/or overwhelmed for too long. Merriam-Webster (2015, p. 1) defines burnout as “the condition of someone who has become very physically and emotionally tired after doing a difficult job for a long time.” Teachers experience burnout more than any other professionals.

**Common Core State Standards (CCSS)**, developed by the National Governors Association Center for Best Practices and Council of Chief State School Officers, are internationally-benchmarked standards teachers are expected to teach in states where the standards have been adopted. Their design as national content standards enables comparison between state’s performance and the provision of better curriculum and teaching materials. More information on CCSS can be found at www.corestandards.org.

**Copy/Paste** is an action you can do to copy text from one electronic location (e.g., online) and paste it into another electronic location (e.g., a document on your computer). The directions for this are:
• **Mac Users:** Use your mouse/cursor to select text, simultaneously press *Command* (⌘) and *C* on your keyboard to copy the text, place your mouse/cursor in the spot where you would like the text to appear, and then simultaneously press *Command* (⌘) and *V* on your keyboard to paste the text.

• **PC Users:** Use your mouse/cursor to select text, simultaneously press *Ctrl* and *C* on your keyboard to copy the text, place your mouse/cursor in the spot where you would like the text to appear, and then simultaneously press *Ctrl* and *V* on your keyboard to paste the text.

**Curriculum Management System (CMS)** is a software application educators can use to acquire, create, and share lesson plans and related resources, with the last two functions being more than what a lesson bank typically offers.

**Data System** is a computerized program, typically accessible online, that houses student data (e.g., attendance, birthdate, demographics, enrollment information, test scores, etc.) and related data (schedule data, school calendar, teacher data, etc.). A good data system manages the data so it is easy to find what one needs while also helping educators better understand student needs so they can better assist them.

**Educational technology (edtech)** has been known to include many things over the centuries. Some argue even the pencil constituted classroom technology for at least some generations. In this book, the terms edtech and educational technology are used to describe computerized or electronic tools that support learning, teaching, or related processes.
**Formative** use of an assessment involves using the data/feedback to guide current practice (e.g., adjust instruction).

**Growth mindset** involves understanding that intelligence and abilities can be developed (as opposed to being “fixed” qualities) and has been repeatedly shown to benefit schools.

**Learning Management System (LMS)** is a software application educators can use to acquire or deliver electronic learning content.

**Objectively-graded** questions or items are those that have a single, clear answer (as displayed on an answer key). For example, the answer to Question 1 is “B” and no other answer is considered correct.

**Open access (OA)** products, tools, or materials are those to which anyone has free, unrestricted access through the Internet.

**Pacing guide** is sometimes called a curriculum map, scope and sequence, standards schedule, instructional calendar, or road map. It is specific to a particular content area and level (e.g., 7th grade History) and delineates when particular content standards should be taught and/or assessed. The pacing guide still offers teachers flexibility on how to teach, but its integration with common assessments aids understanding of student progress.

**Parent portal**: see student and/or parent portal.

**Professional Development (PD)** refers to a means for improving staff’s professional knowledge and skills. The most common form of PD is in-person training (e.g., a training session for
teachers focused on a particular topic), but PD comes in many forms. Successful PD offers teachers a continual process of learning and improvement through multiple strategies, ranging from online training to traditional workshops (Southern Regional Education Board, 2009).

**Professional Learning Community (PLC)** is a gathering of staff members who regularly meet and collaborate as a group to share and advance all PLC members’ expertise.

**Rubric**, sometimes called a scoring guide, is a scoring tool in which incremental criteria are designated for different areas being assessed. Rubrics are used for subjectively-graded student work and are typically arranged in a grid format.

**Smartphone** is a mobile phone with an advanced operating system (e.g., an Android or iPhone) that allows users functionality similar to a computer, such as Internet access, a digital calendar and note-taking device, a digital camera, apps, etc.

**Staff portal** is an online location to which faculty can log in to view information and items only they can access. Portal items often include curriculum materials, pacing guides, testing calendars, standardized test materials, and other instructional tools.

**Student and/or parent portal** is an online location to which students and parents can log in to view only their own (or their child’s own) information. Portal data typically contains grades (overall and for each assignment and assessment), standardized test scores, transcript information such as credits and units, school correspondence records, attendance, behavior records, demographics, etc.
**Subjectively-graded** questions, items, tasks, or projects are those for which the grader must judge which answers/responses/etc. are correct, or what score(s) they should receive (e.g., scoring an essay while using a rubric).

**Tablet** is like a smaller version of a laptop where you type via a keyboard displayed within the screen rather than on a physical keyboard. Some laptops can convert into tablets, and some large smartphones are similar to tablets.

**References**