8n8 (access point for wireless)

A
adware
alumna (female) (plural is alumnae)
alumnus (male)
alumni (plural, females and males)
anti-spam
antivirus
app
assignment (as used for HEAT)
assistant principal (John Smith, Assistant Principal; otherwise assistant principal)
Active Directory (AD)

B
back up
backed up
backup
Basis (SAP team)
biweekly
BlackBerry(s)
Blackboard Connect
blueprint (ITS Blueprint)
Board
Board Rules
Board Meetings
Board Members
Bonds for Schools
Bring Your Own Device (BYOD)
Business Intelligence (BI team at ITS)

C
Chair
Charter schools
CD(s) (Compact Disk(s))
collaboration site (ITS Collaboration site)
Community Portal
cutover
cyberbullying

D
Data Warehouse (ours capitalized, others not) (DW)
Dadeschools domain
daytime
Dadeschools.net (complete Web address: http://www.dadeschools.net)
digital convergence
District (if ours)

D (continued)
Districtwide (if ours)
domain controller
download
drop-down menu
DVD(s) (Digital Video Disk(s))

E
east
eBriefing (Web has E-Briefings)
eHandbooks (M-DCPS documents)
eLearning
e.g., (use for example,)
Elementary Schools' Boundaries
email
Employee Portal
end user
E-Rate
eRecruiting
ERP (Enterprise Resource Planning)
eTextbook

F
fast track (*FAST TRACK for HEAT tickets to CAB)
federal
for example (instead of e.g., not in capital letters)
free and reduced priced meals
Funding Years (related to E-Rate)
full time (full-time staff)
FY1415 (Fiscal Year, no space after, used for E-Rate)

G
GuideK12
Gigabytes, GB or G (written as 4GB, no space between number and acronym)
Gigabits, Gbps (gigabits per second)
go live
gradebook (Gradebook referring to ours)

H
Head Start
HEAT
his/her
home page

I
ID
i.e., (use that is; or better - simplify the writing)
incident
Internet
IM (Instant Message)
in the Portal (located/found/accessible)
Intranet
in-service trainings

J
JPG

K
K-8
KPI(s) (Key Performance Indicator(s))

L
LAN (Local Area Network)
login information is found
log into the . . . (Portal, AIRS, etc.)
log in screen
log off…from your computer
log on…to your computer . . . to the Internet
log out of the … (Portal, system)

M
Mainframe
main page
Manuals (M-DCPS documents)
M-DCPS
M-DCPS Mobile App Center
Megabytes, MB or M (3MB, no space between number and acronym)
Megabits, Mbps (megabits per second)
memorandum (not memo); memoranda for plural
metadata
Miami-Dade County Public Schools (M-DCPS)
mission (the school's mission)
mobile app
mockup

N
nighttime
north
NW (for written directions) N.W. (for an address)

O
off-line
off-site
ongoing
online
on-site
on the Internet
on the Web

P
part time (part-time staff)
Password
Parent Portal
paydate
pay period (in general)
Pay Period #xx (if specific)
Peer to Peer (P2P)
PC(s) (Personal Computer(s))
PDF (format)
phone numbers (e.g., 305-995-3705)
PIN
plug-in
Portal (in the Portal)
principal (John Smith, Principal; otherwise principal)
PowerPoint (PowerPoint presentation)
P-Synch (self service password reset)
PO (purchase order)

Q
queue

R
Reference Guides
Region Office (for example, North, Central, etc.)
Recurring
requester
retype
rollout (noun)
roll out (verb)
rollover

S
SAP (Systems, Applications and Products)
School Board
school site
school-site administrator
screen shot
self service password reset (P-Synch)
Self Service (incident) (HEAT)
set up (verb)
setup (noun)
SharePoint
SharePoint collaboration site
Short Takes
single sign on (SSO)
sign in (payroll – computer)
sign off
site down
Skillsoft
smartphone
south
spyware
staff (ITS staff…)(or staff member depending on sentence)
state
student ID
Student Portal
SunGard
superuser
SW (for written directions) S.W. (for an address)
sync, syncing
system
System Accreditation

T
third-party software
time-out
time frame
timeline
time sheet
troubleshoot
TippingPoint

U
uPerform
upload
URL
U.S. (U.S.A.)

U (continued)
user ID
user name (unless screen references username)
User Guides (M-DCPS documents)

V
Vice Chair
vision (the school's vision)
VMware
voting districts

W
walk-through meeting
WAN (Wide Area Network)
Web
web-based system
WebEx
web hosting
webinar
webmaster
web page
web server
website
west
WhatsUp
Wi-Fi
Workflow
W. R. Thomas (a space after the period for each initial)

X

Y

Z