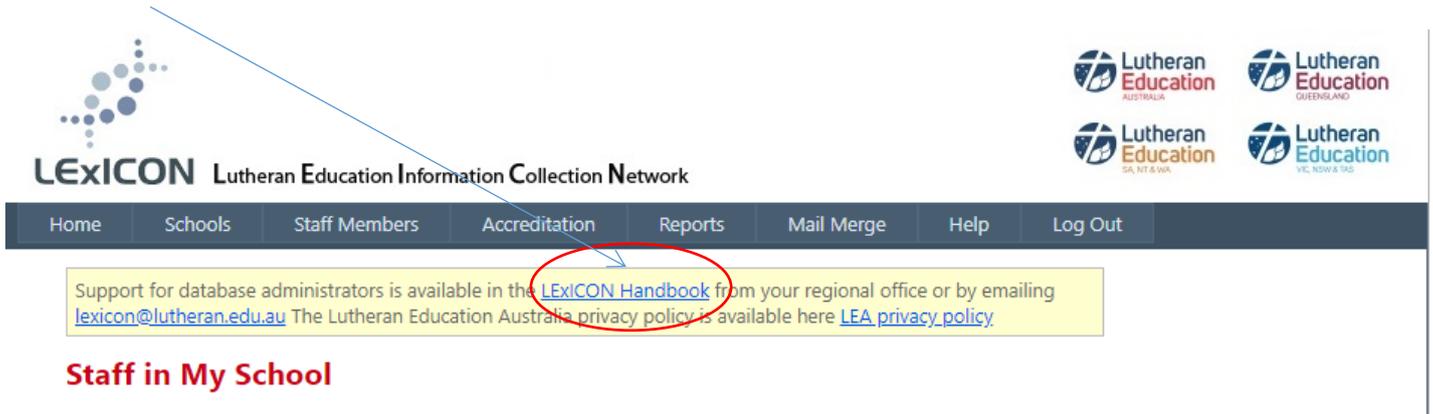


Four times each year this newsletter will be distributed to LEXICON administrators to highlight common functions performed in the database and to provide information regarding updates.

LExICON changes are 'live'

LExICON has been updated to accommodate changes to: the staff accreditation and Valuing Safe Communities programs. In addition you will notice updates for other functions. These updates are highlighted within this newsletter and have been included in the LEXICON handbook available via the link on the database home screen.



Staff in My School

Password reset function for LEXICON users

LExICON users can now use the 'Forgot My Password' link on the login screen.

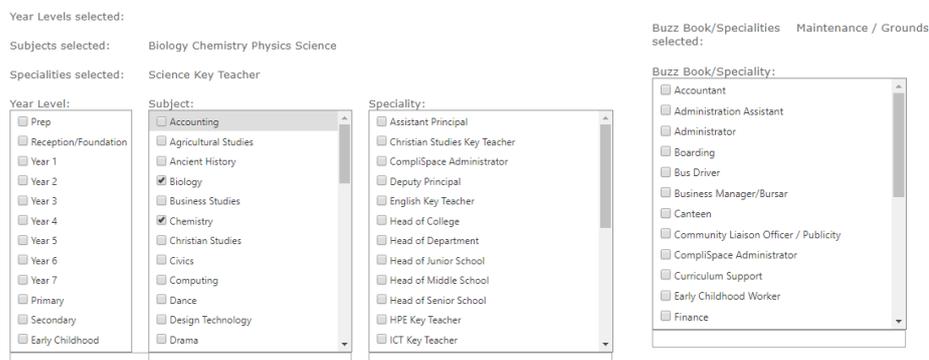
Enter your username. An email will then be sent to the address that is linked to the account. Contact lexicon@lutheran.edu.au if you require assistance.

Page 4 of the LEXICON handbook provides further information



Selecting year levels, subjects and specialities

Drop down menus for year levels, subjects and specialties now appear in alphabetical order. When selecting a combination of checkbox options as well as typing a free text option a full list will now be displayed and saved.



Page 8 and page 16 of the LEXICON handbook provide further information

Accreditation data entry

Single staff member entry for accreditation

Locate the individual staff member via your home screen or staff search screen. Enter the date the accreditation module was completed alongside the training name and click save.

Bulk staff member entry for accreditation

Use the accreditation tab to enter bulk session completions.



Page 12 of the LEXICON handbook provides further information

The screenshot shows the Accreditation data entry form with the following fields: Save, Enter Multiple, Cancel; *Current Accreditation Status: Not Accredited; *Required Accreditation Status: Accredited as a Teacher; Connect; Module, School, Completed Date, Comments table; Connect induction, Connect session 1, Connect session 2, Connect session 3, Connect session 4; Connect ePortfolio submitted; Connect ePortfolio approved; Connect tertiary credit.

Accreditation

Select the Accreditation module to add for the staff members selected.

The screenshot shows the Accreditation selection form with the following fields: Accreditation Type: Connect; *Module: [dropdown]; *Completed Date: [calendar]; School: Yirara College; *Select Staff: [list of staff names including Angelen, Beverley, Ashcroft, Roger, Balogh, Elizabeth, Baliga, Shelli, Casassa, Lynette, Casper, Sandra, Croucher, Suzanne, England, Chris]; Save, Cancel.

Save buttons

The save button is now available at the top and at the bottom of each screen.

The screenshot shows the Valuing Safe Communities training data entry form with the following fields: Teacher Registration 1, Teacher Registration 2, Expiry Date; Training Date, Valuing Safe Communities Training, Due Date, Delete; Add VSC Training; Add Compliance/Training; Save, Cancel.

Valuing Safe Communities data entry

Valuing Safe Communities 4 has been launched and school users can enter VSC4 face-to-face training using the bulk VSC upload option or by individual record. Page 13-14 of the LEXICON handbook provide further information

Designation of religious affiliation

Staff can now be designated as: Lutheran, Other Christian or Other. This change brings LEXICON data into line with the religion categories LEA records each year following the annual school census.

Schools are encouraged to not only use these religion options when entering new staff, but also to review all of their staff (both teaching and non-teaching) to re-designate them as needed into the above three categories.

The screenshot shows the Religion selection form with the following fields: Gender: Male, Female; *Religion: Other Christian; Employment Type; Staff Classification: Lutheran, Other Christian, Other; Previous Surnames.

Reports

The VSC report has been updated to include the new VSC4 data.

The Accreditation Progress Report has been updated to include the new accreditation structure.

Reminders

School administrators are asked to review their LEXICON data at the start of each school year to ensure:

- new staff** are entered (All teaching and non-teaching staff who are required to complete Valuing Safe Communities training need to be entered in to LEXICON. Staff who are employed for more than two terms must do Valuing Safe Communities)
- existing staff** are updated in relation to their role, FTE, subjects taught, specialties.
- any old VSC3 face-to-face data or Pathways data can still be entered by national administrators, please email these records through to lexicon@lutheran.edu.au

If you require assistance please contact lexicon@lutheran.edu.au or call 08 8267 7318