

TIMELY TIPS

Coverage

Mid-Year Coverage Analysis

OBJECTIVE

Students will review and analyze coverage in the current yearbook and discuss any changes needed before deadline.

MATERIALS NEEDED

- Projector or whiteboard
- Sticky notes
- Completed spreads (printed)
- Ladder (digital or printed)
- Sample yearbooks and/or [Possibilities](#)
- School's club/activities list and master calendar
- ["Teach Your Staff to Level Up: Club Coverage"](#) or ["Middle School Coverage"](#)

PART 1

INTRODUCTION

Begin by comparing previous coverage to your school's clubs/activity list. Look for groups or events not already included in the ladder.

Ask the class:

- What clubs, activities or events do you see in past books that are missing or underrepresented in this year's ladder so far?
- Which traditions or recurring moments from past books feel important to our school story, and why do you think they might have been overlooked this year?

Divide students into small teams with 1-2 sample yearbooks each. Students should look for historical elements from past books that are not included in this year's book. Have another group of students write down all clubs, sports and events on a sticky note (one sticky for each event).

PART 2

GUIDED PRACTICE (15 MINUTES)

Divide the class into two groups.

Group 1: Existing Coverage

- Review completed spreads.
- Write the page number on a sticky note for each club, sport or event that already appears.
- Post each note on the whiteboard under the matching club or event name.

Group 2: Planned Coverage

- Review the ladder or coverage plan.
- Using a different color sticky note, write the page numbers where each club, sport or event is scheduled to appear.
- Place these notes next to the existing coverage notes on the whiteboard.

PART 3

INDEPENDENT PRACTICE (25 MINUTES)

Answer these questions as a staff:

- Are all events/groups covered that were covered last year?
- Are there any new groups on campus this year? Where are they covered?
- Look at the school's master calendar. What events in the past and upcoming need to be covered? Where should they be covered?
- How and where will you cover smaller clubs or one-time events?

PART 4

WRAP UP (10 MINUTES)

Sticky notes should have a lot of page numbers on them showing what club, event or activity is covered. Review events that need more coverage. Look for any clubs being covered too much. Have an editor or leader take the sticky notes and update the master ladder.