TIMELY TIPS

OBJECTIVE

Students will understand the purpose of the yearbook index and develop strategies to make it accurate, complete and engaging for readers.

MATERIALS NEEDED

- Projector or whiteboard
- **Walsworth's Coverage Starter on Indexing**
- A previous yearbook index
- Note taking utensils - Highlighters, pens, sticky notes

PART 1 — INTRODUCTION (10 MINUTES)

Begin by reviewing **Walsworth's Coverage Starter on Indexing**.

Then, ask the class:

- What happens if a student's name is missing or spelled incorrectly?
- How does the index show the completeness of the book's coverage?

Introduce the concept: Explain that strong yearbooks aim to include every student and make it easy for readers to locate themselves in the book.

PART 2 — GUIDED PRACTICE (10 MINUTES)

Using examples from the resource, discuss what should be included when creating the index. Students should ensure this includes:

- The names of every student and staff member
- Page numbers showing where each person appears
- Relevant topics such as clubs, sports or major events

Teacher Tip: Starting with a complete list of students also helps the staff identify who may still need coverage in the book.

PART 3 — MAKING THE INDEX ENGAGING (10 MINUTES)

The Coverage Starter encourages to add elements that make the section more interesting, such as:

- Photos not used elsewhere in the book
- Short captions or quotes
- Mini stories or fun facts from the year

Have students brainstorm ways to personalize their index pages while keeping them readable.

PART 4 — WRAP UP & NEXT STEPS (10 MINUTES)

Ask students to reflect on the following:

- How can the index help ensure everyone is represented in the yearbook?
- What is the most important responsibility when creating the index?
- What creative ideas could your staff include in your own index section?

Encourage the staff to begin tracking names and page numbers early so building the final index becomes easier your final deadline approaches.