

**eFACULTY QUICKTIP: EASY INDEX MAKER**

This QuickTip provides a hack to make an Index for the materials you submitted for evaluation. Follow the practical step-by-step instructions below for rapidly creating the required file. An example of an index is on the last page of this QuickTip.

**Purpose**

Provision 11.7 of the CSU-CFA Collective Bargaining Agreement states that, *An index of [materials submitted for evaluation] shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File.*

**Note:** The procedure described herein is possible only after the case--in the RPT application--has been released to you by staff.

What does an index look like?

INDEX: Organized by Activities Tabs

Use a consistent file naming system to model that.

Item Name and/or Description	File Name
<b>Additional Courses and Student Evaluations</b>	
SOTE Report Fall 2020, DSGD 176A	Fall_2020_DSGD_176A_01.pdf
<b>Direct Observations of Teaching</b>	
Direct Observation Spring 2024 by Phillips	PeerEval-Phillips-DSGD63-Spring2024
<b>Committee Service to University Divisions</b>	
Descriptive Letters, Committees Fall 2018 - Present	Service-CommitteeLetters-since2018
<b>Student Supervision</b>	
Theses Supervised, Cover Pages Fall 2018 - Present	Service-ThesisSupervisor-since2018
Products of Undergraduate Supervision Classes Fall 2018 - Present	Service-UndergradProjectsSupervised-since2018
<b>Research, Scholarship, and Creative Activity (RSCA)</b>	
Design Competition T-Shirt, Award Winning (URL)	<a href="#">RSCA-DesignCompetitionWinner-ExternalLink</a>
Award for Design Competition at CafePress	RSCA-DesignCompetitionAward
Chapter 2: Stealthy T-Shirts Using Electromagnetic Scattering	Publication-Chapter-StealthyTShirts-2018
Journal Article: Design Elements of Apps Display in Google	Publication-JournalArticle-AppDesignElements-2019

**Steps to Make an Index**

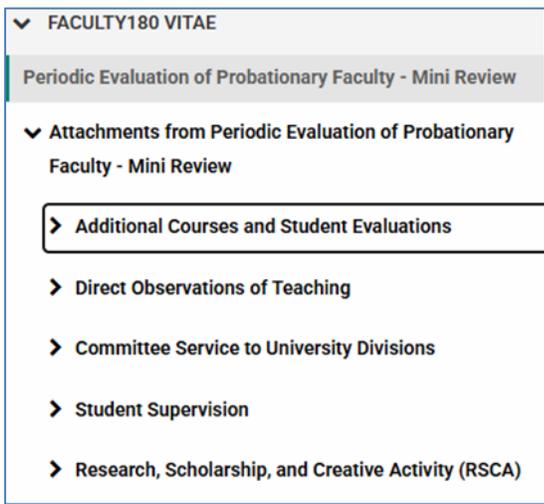
1. Open a Google Doc ([docs.new](https://docs.google.com)) or any word processor to begin your Index.
  - Type and center INDEX at the top of the blank document.
  - Select the "return" key and leave this document open.

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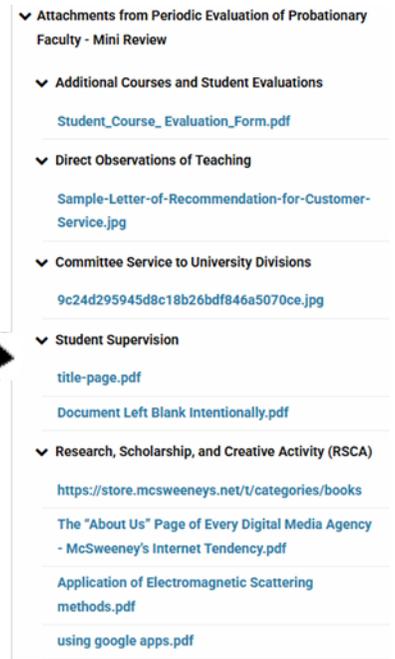
2. Open your efaculty packet's preview--the reviewer's perspective (step "B" in this [QuickTip](#)).

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3. In the preview, expand all Activities areas by clicking the carets. Each caret will turn downward, revealing its files' names in blue.

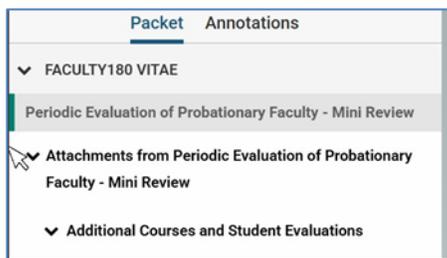


open all tabs

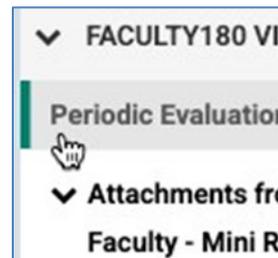


4. Move your mouse cursor slightly left of the text so it becomes an arrow, not a hand.

Arrow



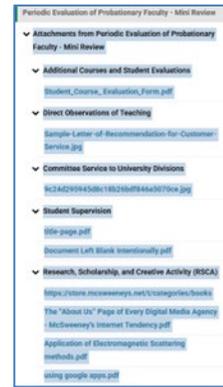
Hand



5. Highlight the outline of Activities with your mouse by left-clicking and dragging down to the bottom of the list.

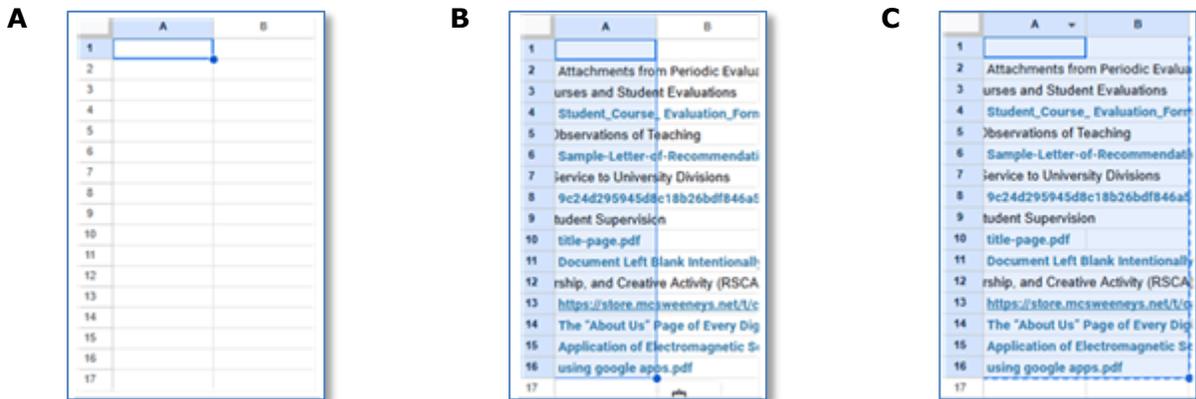
Copy the list, such as by pressing these hot keys together:

- Windows: Ctrl + C, ⌘+C
- Mac: Cmd + C or ⌘+C



6. With the clipboard loaded,

- Open any spreadsheet ([sheets.new](https://sheets.new)) and select a cell in the first row (below: **A**).
- Select the paste command—Windows: Ctrl + V; Mac: Cmd + V or ⌘ + V—to drop the copied text into the spreadsheet, giving it a table format (below: **B**).
- Select and copy the text-filled column in the sheet, and optionally, you may select and copy a blank column alongside it (below: **C**). The computer's clipboard now has a table copied to it.



7. Return to the Doc with INDEX at the top.

- Select a line below INDEX and paste—Windows: Ctrl + V; Mac; Cmd + V or ⌘ + V—the clipboard contents there.
- If using a Google Doc, choose "Paste Unlinked" in the paste options box appears
- The spreadsheet that was created to make a table is no longer needed.

8. Create headers for 2 columns.

- The first shall be, "Item Name and/or Description"
- The second header, above your files' names, shall be, "File Name."

9. In each row of the first column, "Item Name and/or Description," enter the name and/or a brief description of the contents so that reviewers may understand what is in each file or URL in the "File Name" column. You may format the Index as you prefer.

10. Your index is complete.