

HOW TO SET UP YOUR BILL:

the learning tool you'll use all year long!

In our AP Biology class, we utilize an interactive learning log, also known as an interactive student notebook (ISN). Since we're in a biology class, our learning log is called a BILL (Biology Interactive Learning Log). This notebook will be the centerpiece of your learning and will serve as a portfolio of sorts that will help you see your growth and progress as a learner throughout the year.

This handout will explain how you will set up your BILL for class. We use this notebook every single day, so you **MUST** bring it to class daily! You will be lost without it!

MATERIALS:

- Two quad ruled OR regular ruled composition notebooks. These notebooks are sturdy and will stand up to repeated use. **Do NOT use a spiral notebook or one of those notebooks that has perforated paper--they are not as sturdy and will fall apart.** Watch the video below to physically set up your notebook.
 - https://www.youtube.com/watch?v=H-2148m_I_0
 - Final symbols are lower-case L and Zero
- glue sticks or tape
- scissors
- packing tape, to tape the notebooks together and to protect your finished cover
- various art supplies (colored paper, colored pencils, markers, highlighters, etc.-it's up to you!)
- your creativity and personality

TIPS FOR SETUP:

- Number pages on the upper outside corners, not the bottom of the page.
- Pay attention when numbering! It is easy to lose track if you are not paying attention.
- Use **blue or black** ink. Pencil will fade over the course of the year and is very difficult to read. You may use pencil when sketching or producing graphs in the notebook.

ELEMENTS OF THE BILL:

1. **COVER:** The outside cover of your BILL should tell anyone who sees it a little bit about you. You can cover it in photos, words, anything you like so long as it is school appropriate and tells a story about you. Be creative! I will have a couple of examples for you to look at.
2. **FRONT PAGE:** This is the title page for your learning log. **Your name should be on here as well--don't leave it off!** You may want to include a "If lost, return to **C304**" notice here as well as your phone number so that if you lose or misplace your notebook, it can be returned to you.
3. **BACK OF FRONT PAGE--THE "ALL ABOUT ME" PAGE (Page "A"):** You will use this page to tell me a little more about you. You will need to place the following things on this page:
 - a. Answers to the following prompts:
 - i. Your Hometown
 - ii. Your birthday (month and date only)
 - iii. Where you hope to attend college

- iv. You are a professional athlete. What's your "walk out" song?
 - v. Answer this question: Which Star Wars movie is your favorite? Why? And if you don't have one, why not?
4. **NEXT PAGE (Page "B"):** Goal-Setting Page. Divide this page into four quarters. Each quarter will represent the four marking periods. At the start of each marking period, you will establish some learning goals for yourself.
 5. **NEXT PAGE (Page "C"):** You need to create a pocket for the [AP Biology Formula Chart](#) and A pocket is best for this as you will remove the chart often during the year.
 6. **NEXT Page (Page "D"):** The [Task Verbs](#) used on Free Response Questions goes here.
 7. **NEXT PAGE (Page "E"):** Create a pocket for the [Graph Choice Chart](#) handout. You can also tape this directly into your notebook as long as you are able to see both sides of it since it is two-sided.
 8. **NEXT PAGE--First Unit Cover Page:** You will use unit cover sheets and tabs to separate each unit from each other. This will keep you organized. Organizational tools like tabs and cover sheets are critically important in helping you to keep the massive amount of information you will place into your BILL organized and in order. Your first unit title page should say "Unit 1: Chemistry of Life". You can create a tab with post-it notes, card stock, etc. Label it Unit 1.
 9. **TABLE OF CONTENTS:** Each unit will have a table of contents that you can find [here](#). You can write it or print the one you find there, just know that it is a fluid document if you do this.
 10. You will need to number each page after the cover page. You do not need to number ALL the pages of your notebook at once; in fact, it is better if you don't do this. Numbering pages by unit will help you find items faster when they are referred to in class.
 11. **IMPORTANT:** Do **NOT** tear pages out of your BILL! Mistakes are okay!
 12. Voila! You have just set up your interactive learning log! Get ready for a great learning adventure!