

How to Set Up Your BILL:

the learning tool you'll use all year long!

In the AP Biology classes at Allen High School, 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 handout will explain how you will set up your BILL for class. We use this notebook every single day, so be sure you bring it to class daily! You will be lost without it!

MATERIALS:

- Two quad 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.
- glue sticks or tape
- various art supplies
- 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 ink. Pencil will fade over the course of the year and is very difficult to read.

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!
2. **INSIDE FRONT COVER:** You will receive a copy of "Tips to Make Your Learning Log Work for You" and a grading rubric in class. You will glue/tape these things onto the inside of the front cover.
3. **FRONT PAGE:** This is the title page for your learning log. Your name should be on here as well.
4. **BACK OF FRONT PAGE--THE "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. A small photograph of you
 - b. Answers to the following prompts:
 - i. Your Hometown
 - ii. Your birthday (month and date only)
 - iii. What you hope to do after graduation
 - iv. You are a professional athlete. What's your "walk out" song?
 - v. One of my goals in AP Bio this year is to:
5. **NEXT PAGE (Page "B"):** A copy of the Course Covenant (the agreement you and I will

- have about our class) goes here. Below that, you will get a sticker with our website address and my school email address on it so that if you need to contact me about questions you have, or are ever absent, you will have my email address at the ready.
6. **BACK OF THAT PAGE (Page “C”):** You will create a pocket for the syllabus handout I give you. You will keep a copy of the syllabus here as a reminder of the terms and conditions of our course. The copy of the lab safety guidelines you will receive in class will go in here as well. Pockets can be made from scrap paper, envelopes, or even pages in your notebook. Your teacher can show you how to make a pocket if you need help with this.
 7. **NEXT PAGE (Page “D”):** You need to create a pocket for the AP Biology Formula Chart you will get in class.
 8. **NEXT PAGE (Page “E”):** You need to create a pocket for the Command Terms in AP Biology handout that you will receive. Alternatively, you may tape this handout into your notebook as well.
 9. **NEXT PAGE (Page “F”):** You need to create a pocket for the Time Management Handout you will receive in class.
 10. **NEXT PAGE (Page “G”-?):** Your table of contents will begin here. This may vary in length depending on how large you write. I used 6 pages in my notebook because I taped two notebooks together. I did this based on how many I used last year. I estimate I will use the same number this year. You may find that you use fewer or more pages than I do. If necessary, you can always tape extra pages in.
 11. Your first unit cover page will start after the table of contents ends. **This will be Page 1.** 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.
 12. 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.
 13. **IMPORTANT:** Do **NOT** tear pages out of your BILL! Mistakes are okay!
 14. Voila! You have just set up your interactive learning log! Get ready for a great learning adventure!