

How to Set Up Your BILL:

the learning tool you'll use all year long!

In the AP Biology classes at Niles West 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 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
- packing tape, to tape the notebooks together and to protect your finished cover
- 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. **FRONT PAGE:** This is the title page for your learning log. Your name should be on here as well. You may want to include a "If lost, return to room 2430" notice here as well as your phone number so that if you lose or misplace your notebook, it can be returned to you.
3. **Table of Contents-** give yourself about 4 pages for this
4. **Course Policies and Procedures** Tape the course policies and procedures "bookend style". Keep them here for reference.
5. **Lab Safety Guidelines:** The copy of the **lab safety guidelines you will receive in class will go here.** Tape this into your BILL "bookend style".
6. **Command Terms in AP Biology.** You might want to "tab" this page with a Post-it
7. **AP Bio Formula Sheet.** Tape one side of the formula sheet to each page of the back

cover spread. This will be a quick and easy reference for you.

8. 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 others. 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.
9. 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.
10. **IMPORTANT:** Do **NOT** tear pages out of your BILL! Mistakes are okay!
11. Voila! You have just set up your interactive learning log! Get ready for a great learning adventure!