**NOTEBOOK SET-UP – Day 1**

***Follow the steps. Help those at your table. Raise your hand if you need my help. I will walk around to help as soon as workbooks have been distributed.***

* 1st page – leave blank. This is the lab coat you made in class.
* 2nd page (back of 1st page) – Label the top of the page: “Stickers”
* 3rd page: Start the table of contents.
  + Use the RED LINES as guides. Set it up like this:
  + Skip Lines for entries
  + First page of the table of contents (TOC) should look like the table below.

|  |  |  |
| --- | --- | --- |
| **Date Table of Contents Page** | | |
| 8/22 | Syllabus | 1 |
|  |  |  |
| 8/22 | Procedures | 2 |
|  |  |  |
| 8/25 | Safety Contract | 3 |
|  |  |  |
| 8/22 | Notebook Rubric | 4 |
|  |  |  |
| 8/22 | Notebook Rules | 5 |
|  |  |  |
| 8/24 | Observations | 6 |

The table of contents (TOC) will cover the 3rd thru 6th pages. It will be a total of 4 pages (2 pages front and back.)

* On the next page (the 7th page), you will start numbering the TOP, OUTER corner of the page with the page numbers.

|  |  |
| --- | --- |
| Date Table of Contents Page | 1 |

|  |  |
| --- | --- |
| 2 | 3 |

* Label the page numbers until the last 7 pages (1 page is the front OR back of a page). The last 7 pages will be titled: “Glossary”

**NOTEBOOK SET-UP – Day 2**

***Follow the steps. Help those at your table. Raise your hand if you need my help. I will walk around to help as soon as textbooks have been checked out.***

* Glue in the following documents:
  + Lab Coat – page 1
  + Syllabus – 1st page after the TOC. Glue or tape just the top so you can flip it up and see what’s underneath. You will have to use scissors to cut this in half down the middle first.
  + Procedures – 2nd page after TOC. Glue or tape the same as Syllabus.
  + Rubric – 4th page after the TOC. Cut this in half and share the other half with your shoulder partner.
* On page 5, write the title: “Notebook Rules”.
* Write the Rules underneath:
  1. Do NOT rip out any pages or tear corners.
  2. All handouts must be GLUED or TAPED in. No loose papers!
  3. Do not doodle in your notebook unless it relates to the science lesson.
  4. Each page MUST have a title and a page number.
  5. Your notebook must only be used for SCIENCE class.
* Create your glossary in the last 7 pages of your notebook. The title of the page should be “Glossary”. Then draw lines dividing the page into 3 or 4 compartments. Label each compartment with the letter of the alphabet. See examples below. The letters C, R and S will have half a page. Also, XYZ can be grouped together in half a page. The rest of the letters should have ¼ of a page.

|  |  |  |  |
| --- | --- | --- | --- |
| Glossary | | Glossary | |
| A | B | D | E |
| C | | F | G |

|  |  |
| --- | --- |
| Glossary | |
| V | W |
| XYZ | |