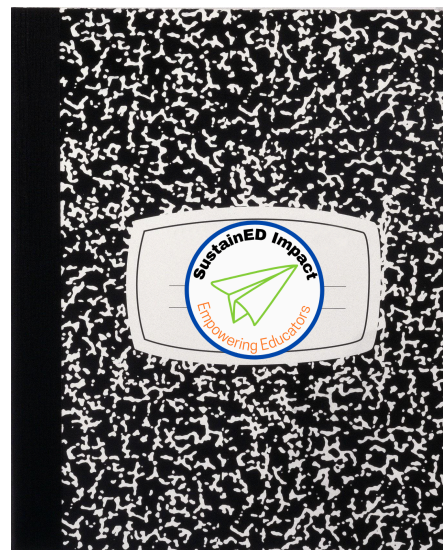


Interactive Notebooks: First 3 Weeks Teacher Checklist

Before School Starts / Prep Time

- ☐ Decide on the notebook format (composition, spiral, digital)
- ☐ Prepare your teacher model notebook
- ☐ Decide on how you want to label the cover and spine (color code, tape)
- ☐ Create or print:
 - ☐ About Me template
 - ☐ INB expectations page
 - ☐ Rubric or grading policy
 - ☐ Unit dividers or anchor charts
- ☐ Choose how you'll organize it:
 - ☐ Color Coding
 - ☐ Tabs by unit/topic
 - ☐ Numbered pages within the tab?
- ☐ Plan your routines:
 - ☐ When students set it up
 - ☐ Where notebooks are stored
 - ☐ What to do if a student is absent or loses their notebook



Week 1: Set-Up & Expectations

- ☐ Pass out notebooks (or have students bring their own)
- ☐ Have students:
 - ☐ Label front cover and inside sheet
 - ☐ Create front pocket
 - ☐ Decorate About Me page
 - ☐ Add classroom expectations/contract
- ☐ Teach routines:
 - ☐ Where to store notebook
 - ☐ When to use it
 - ☐ How to add entries & update TOC
- ☐ Model your notebook as you go

Week 2: First Entries & Modeling

- ☐ Complete at least 2-3 notebook activities:
 - ☐ Input (notes, diagrams, vocab)
 - ☐ Output (reflections, summaries, drawings)
- ☐ Model each page entry using your teacher notebook

- ☐ Start using notebook regularly (daily or every other day)

Week 3: Routines & Reflection

- ☐ Introduce routines like:
 - ☐ Weekly table of contents check
 - ☐ Quick self-checks or notebook reflections
 - ☐ "Notebook partner" or peer review
- ☐ Have students complete:
 - ☐ A self-assessment or rubric reflection
 - ☐ A short output piece with prompting (exit ticket, sketch note, etc.)
- ☐ Collect a few notebooks to glance through for feedback

Pro Tip:

"Go slow to go fast." The time you spend setting up and modeling now saves hours later in grading, re-teaching, and organizing chaos.