**The Bird Project: Binder Construction**

**Title Page**: First page within the binder. It should include your name and class.

**Table of Contents:** The Table of Contents should include the following items:

 The final, organized Species Index Spreadsheet

 ID Sheets

 Maps (List specific maps)

 Field Notebook

 One World Essays

 Reflection

**Species Index:**

 It is now time to group your ID Sheets. For instance, you may want to group all confirmed sightings together and all unconfirmed sightings together. Within those groups, you may want to group all threatened and endangered species together. Other examples include grouping them according to date observed, location, alphabetical order, etc. This can be done automatically in your Species Index Spreadsheet.

 Once you have settled on your method of organization, reconcile the ID Sheets with your Species Index Spreadsheet by numbering the ID Sheets in the order they now appear on your organized Spreadsheet. The Species Index Spreadsheet should serve as a table of contents for the ID Sheets.

**Maps:**

 Include the annotated Google Map printout of each location where sightings were made. For example, if you observed birds in the UK and the BVI throughout the course of this project, an annotated map of the BVI and of the UK should be printed. This will be further discussed on an individual basis at the project due-date approaches.

**Field Notebook:**

 Include the original Field Notebook.

**One World Essays:**

 One World Essays, which have already been graded, will be returned and included in the binder.

**Reflection:**

 The reflection piece is to be the final article in the binder.