

## How to Create a Worksheet

1. Open Google Docs or Microsoft Word.
2. Create a title about your topic.
3. Choose the **standard “I can” statement** that relates to your topic and include it in your worksheet or in the description of your worksheet.  
For example:  
4.NBT.1: **I can** add and subtract whole numbers (4<sup>th</sup> Grade Standard, Numbers in Base Ten Skill).\*
4. Create questions or problems to be solved. Be sure to include instructions.
5. Create illustrations (drawings, models and/or photographs—**original work**) or find clipart to use in your worksheet.
6. On the page following the questions/problems, create an answer key using words, visuals and models.
7. Make sure you double check your work and have your teacher double check your work to ensure it is correct.
8. Save the document.
9. Share!

\*Standards can be found at the link below:

<http://www.corestandards.org/>