1. Write your given standard in the first column labeled "Standard"
2. Reflect on the standard… (What does the standard mean, why are we learning this, what should learners know, what should learners be able to do, how does this apply to learners in this course, where might it stand on a Depth of Knowledge Chart or Bloom's Taxonomy)
3. Determine the content by reviewing the standard and circling the nouns. (This will help you determine content and allow you to determine what is appropriate for your class) In the column below "What Learners Need to Know" write down what learners will need to know using the circled nouns.
4. Investigate the skills by reviewing the standard and circling the verbs. (This will allow you to determine the appropriate grade level skills to be practiced by learners. This can be aligned to Depth of Knowledge, Blooms, and/or 21st century 4 C's.) List these in the column below "What Learners Are to be Able to do".
5. Create Learning Targets demonstrating what learners will be able to do from your reflection and listing of verbs and nouns. Use language and terms that are clear to you and your peers. (Keep in mind the project you are about to start). List these in the column below "Learning Targets".

Standard	What Learners Need to Know (nouns)	What Learners Are to be Able to do (verb)	Learning Targets