Rounding

Underline the digit in the place you are rounding

Draw an arrow at the digit after it (bossy number)

If the bossy number is:

0, 1, 2, 3, 4 it tells the underlined digit - stay there

Whole Number
All digits in front of the underlined digit - stay there.
All digits after the underlined digit - turn into a zero.

Decimal
All digits in front of the underlined digit - stay there.
All digits after the underlined digit - drop

If the bossy number is:

5, 6, 7, 8, 9 it tells the underlined digit - round up to the next number

Whole Number
All digits in front of the underlined digit - stay there.
All digits after the underlined digit - turn into a zero.

Decimal
All digits in front of the underlined digit - stay there.
All digits after the underlined digit - drop