Checklist
Chunking Course Material

- **Identify essential content**
  - Look for the "need to know" concepts, ideas, and information.
  - Focus on that "need-to-know" content.
  - Present "nice to know" content as additional resources.

- **Divide content into lessons**
  - Divide weekly units or modules into two or more short lessons.
  - Have each lesson address one or two key concepts.
  - Ask students to use or reflect on those concepts before moving to the next lesson.

- **Create a course pathway**
  - Establish a consistent use of OWL tools and features.
  - Help students to quickly find the content they need.

- **Revise the visual presentation**
  - Keep written paragraphs short.
  - Use bullet points and lists to break up longer texts.
  - Leave plenty of white space around texts.
  - Keep videos and narrated PowerPoints to about 5 min.