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.