**Courseware Strategies: Why and How to “Chunk” Content**

--- Chunking Job Aid ---

1) **DO the up-front analysis** (don’t teach people what they don’t need to know!)

2) Decompose the system into major components.

3) For training-related courseware use “task.”

4) For education-related courseware use “topic.”

5) Teach system components *before* teaching the full process.

6) Teach supporting knowledge *separate* from teaching procedure steps.

7) Give learners control over pacing.

8) The chunk should be relevant and coherent.

9) The cognitive duration of a chunk should be *limited* in the number of task steps, or to a specific time-span (e.g., 4 - 16 steps, or 15 – 20 minutes).

10) The chunk should be self-contained.

11) Chunking hierarchy should look something like: chunk → lesson → unit → module → course.

12) Goal is for each chunk to be an independent learning object!

13) Think in terms of “content” instead of “courseware” or “course.”

14) The format of instructional materials *matters*!

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