



THE NORTHEAST TEXAS CONSORTIUM

Center for Educational Technologies

NETnet's Distance Education Course Chunking Workbook



The Northeast Texas Consortium (NETnet)
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Organizing Your Distance Education Course

The NETnet Course Chunking Workbook gives you a place to write down all the ideas you generate as you're converting a traditional class -- or creating a new class --for distance delivery. Think of this as a work in progress -- jot down key words, phrases, and inspirations as they occur to you. As you add ideas for your class to your workbook, remember to incorporate the opportunity for feedback, assessments, and interactivity—particularly **student-to-student interaction**.

Review:

✓ *Before using this guide, you may wish to view the chunking information and diagrams on the NETnet website at <http://www.netnet.org/instructors/coursedev/chunking>.*

Dividing or “chunking” your course into smaller more manageable sections makes organizing and planning much easier. This workbook is designed to help you chart your online or ITV course so you'll know what – when – how:

- What will happen
- When it will happen
- How it will happen

Remember that this workbook is simply a guide; your course may not fit neatly into this structure, so modify the outline as needed.

Getting Started

Recall that each chunk of information = approximately 15-20 minutes

- 3 chunks = 1 lesson
- 3 lessons = 1 unit
- 3 units = 1 module
- 5 modules = entire course

You can use these timelines as rough estimates; but remember that your class may not break down into 5 equal time periods or modules. Again, the workbook is intended as a guide—not a strict rulebook!

- 5 modules = 15 weeks
- 1 module = 3 weeks
- 1 week = 3 units
- 1 unit = 3 lessons
- 1 lesson = 45 - 60 minutes
- 3 chunks = 1 lesson
- 1 chunk = 15 - 20 minutes

Materials:

Before you begin writing down your ideas, gather the following materials together:

- Current syllabus
- List of reading materials (textbooks, handouts, URL's, etc)
- List of supplemental materials (audio, video, pictures, models, etc.)
- List of resources available to you (and your students)


These will come in handy as you begin to chunk each lesson!

Chunk Components

Depending on how you structure your course and whether it's ITV or online, chunks usually average 15-30 minutes to complete. A chart like the one below can help you organize your chunk components, and is provided at the end of each lesson in this workbook:

Time	Reading Materials	Audio/Video Components	Interaction Components	Additional Components
45 minutes	Chapter reading			
5 minutes		Streaming video: expert interview		
15-20 minutes			class discussion on interview	
20 minutes	Hyperlink reading			
60 minutes				VFT on topic
20 minutes			Brainstorming activity	

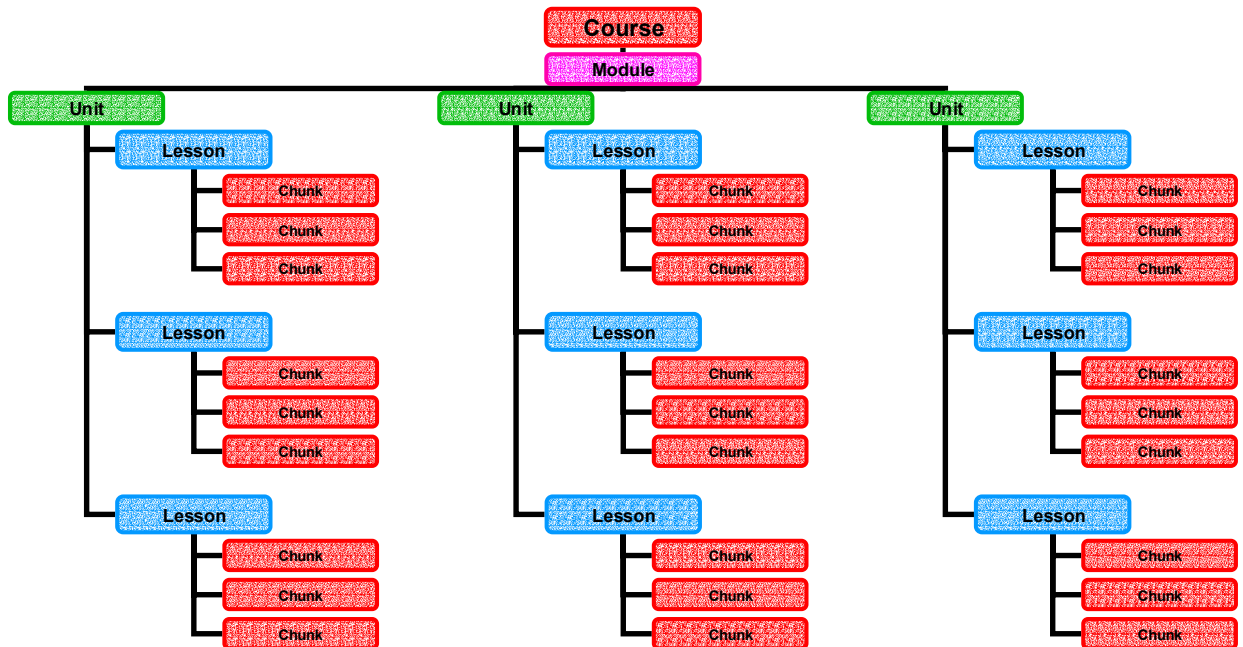
Visit the NETnet website at <http://www.netnet.org/instructors> for more information on course conversion, design and development. You'll also find great ideas on how to increase student-to-student interaction, making and taking virtual field trips, webquests, and be able to watch short, streamed video interviews with successful distance education faculty members.

 Remember, if you're converting an existing class, **you already have the majority of the information needed to fill in this workbook.** This outline format enables you to see the whole class at a glance, and appreciate how the 'parts' of your course contribute to that 'whole.' Using the Workbook also provides you with a **to-do list** — after you've filled out the goals, objectives, and activities you already have in mind, you can quickly and easily see what you still need to do before going live with your class.

Instructions

- Fill in the blanks with a title and a brief course description.
- Give each of the modules a working title, e.g. Introduction, Course Design, Course Development, Classroom Technology, and Future Trends in ITV.
- Articulate the goals you wish to accomplish with each module, then break each module down into three units.
- After naming each unit and determining the goals and objectives, break each unit into three lessons and provide working titles or ideas on these.
- Divide each lesson into three chunks. Use the Chunk Planning Tables to jot down ideas about each chunk component.
- Fill in the guide at the top of each page to stay oriented: Module A Unit 1 Lesson 1a Chunk 1a

Diagram of a Chunked Module



Course Title: _____

Course Description:

Course Title: _____

Modules

A. _____

B. _____

C. _____

D. _____

E. _____

Unit One (title) _____

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1. _____
2. _____
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