

Organizing Content

Chunking

The term “Chunking” in general refers to taking a large piece of information and breaking it down into smaller chunks that can be more easily processed.

- In the online learning environment, the concept of “Chunking” is defined even further. Not only should a large piece of information (like a chapter in the text) be broken down into smaller chunks for students, an entire unit of study should be broken down into a series of links to related content and arranged in a logical, chronological sequence.
- There are several ways to organize information, but one of the simplest ways is to group together links to all of the elements needed for students to complete a unit of study in one location.

Inserting Summaries and Labels

Summaries and labels enable users to add additional text or graphics to the course page. They can be used to add banners to courses, label sections of resources and activities, or provide quick instructions on the front page of your course. A strategic use of summaries and labels can assist greatly when chunking and organizing content.

Summaries

The very top of the course homepage (the General section) and every topic or week contains a summary. This is a default label that allows you to place information about the specific topic or week. It could be an introduction to the unit of study or a short summary of the weekly plan. Activities and resources are listed below this section.

Because the information you add to the summary appears as a label, it should be very short so that the course page doesn't become too long. If you find yourself wanting to say more than a sentence or two then consider adding a resource to this topic instead (for example, the first activity might be a page called About This Topic).

To add or edit a summary, perform the following steps:

1. Click the Edit summary button (see image to the right).



2. The summary-editing screen appears (see image below). A section name can be entered or the default section name (Topic 1) can be used. The summary is entered into the text box. When the label text is entered, click the **Save changes** button at the bottom of the page.

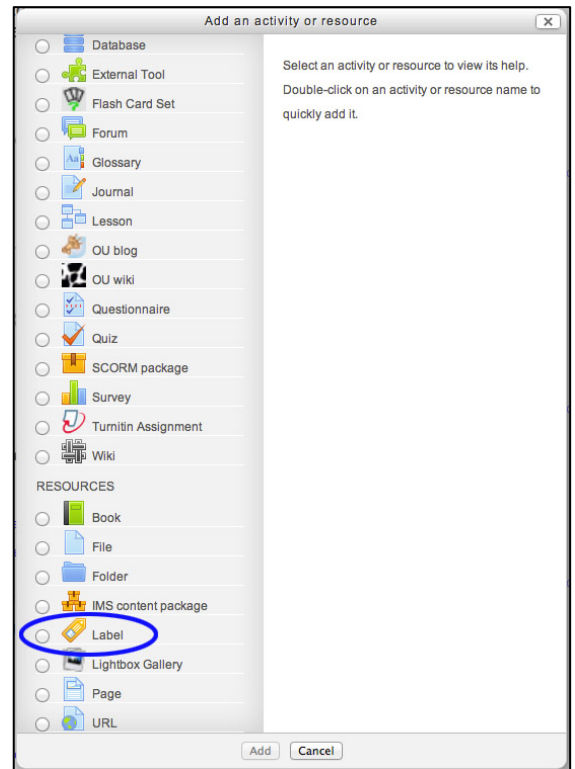
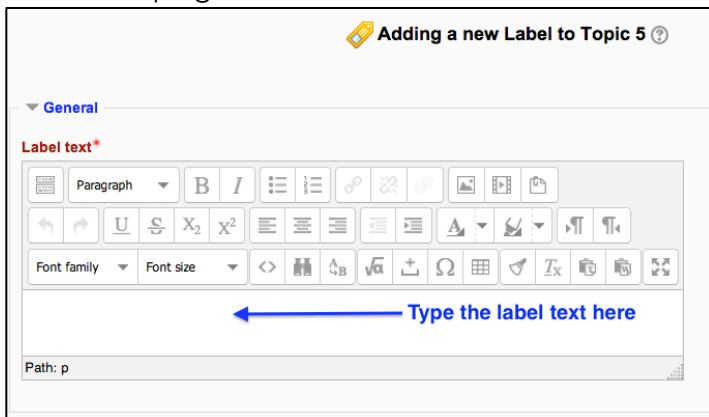
A screenshot of the 'Summary of Topic 1' editing screen. At the top, there is a 'Section name' field with a blue oval around it and a checkbox labeled 'Use default section name'. Below this is a 'Summary' section with a rich text editor toolbar containing various formatting options like bold, italic, link, and image. A large text box is provided for entering the summary content. A blue arrow points to this text box with the text 'Type summary in this text box'. At the bottom left, there is a 'Path: p = span' label.

Note: This page also provides options to show or hide the label and restrict access to users based on various criteria. More information about restricted access can be found in the **Conditional Release** section of this document.

Labels

To add a label, perform the following steps:

1. If you are not already in editing mode, click the **Turn editing on** button.
2. Go to the desired topic and click the **+ Add an activity or resource** drop-down button.
3. The **Add an activity or resource** window opens (see image on the right). Select the **Label** radio button from the Resource section and then click the **Add** button.
4. This will take you to a page with a text-entry box. Type the desired text for the label (see image below). When the label text is entered, click the **Save and return to course** button at the bottom of the page.



Note: This page also provides options to show or hide the label and restrict access to users based on various criteria. More information about restricted access can be found in the **Conditional Release** section of this document.

5. The label will be added. Note the editing buttons beneath the new item.



Managing labels and links

- Labels and links to content (to be discussed in the next section) can be moved up or down on a course page by clicking and holding the item's **Move** button (⛶) discussed in the Editing the Course section and dragging to the desired location.
- Labels and links can also be indented to create a visual representation of subsections within a topic by clicking the **Move right** button (➡).
- Labels, links, an even entire topics can be hidden from – or shown to – students as necessary by clicking the (👁) **Show/Hide** button.