**The Chinese University of Hong Kong**
**Office of Student Affairs**
**Wellness and Counselling Centre**
**SEN Service**

**<u>User Guide for Glean</u>**

**Glean** is a personal study tool designed to help students take better notes and learn more effectively. It allows students to record classes, add notes, and organize their study materials in one place.

**Recording & Transcription**: Capture every word spoken during lectures with the ability to record classes on any device. The tool also transcribes audio recordings, allowing you to review classes with text-based notes.

**Note-Taking & Organization**: Add notes, labels, and time-stamped text to your recordings. Combine transcripts, slides, and other materials in one workspace to keep everything organized.

**Focus Timer**: Manage your study time effectively by setting focused study sessions, helping you stay on track and maximize productivity.

**Quiz Me!**: An automated quizzing feature that generates questions from your notes, enabling you to test your knowledge and reinforce learning.

## <u>Table of Contents</u>

## <u>How can I get started with Glean?</u>

1. Contact SEN Service Manager for registration.

2. Access Glean at glean.co or download to your device of choice:

   | Website Link: | https://app.glean.co/sign-in?redirect=%2Fevents |
   |---|---|
   | Android App: | https://play.google.com/store/apps/details?id=co.glean.app&pcampaignid=web_share |
   | IOS App: | https://apps.apple.com/gb/app/glean-notes/id1498045022 |

3. Complete a simple tutorial to learn the key functions, this only takes a couple of minutes. Then you're ready to take notes in class!
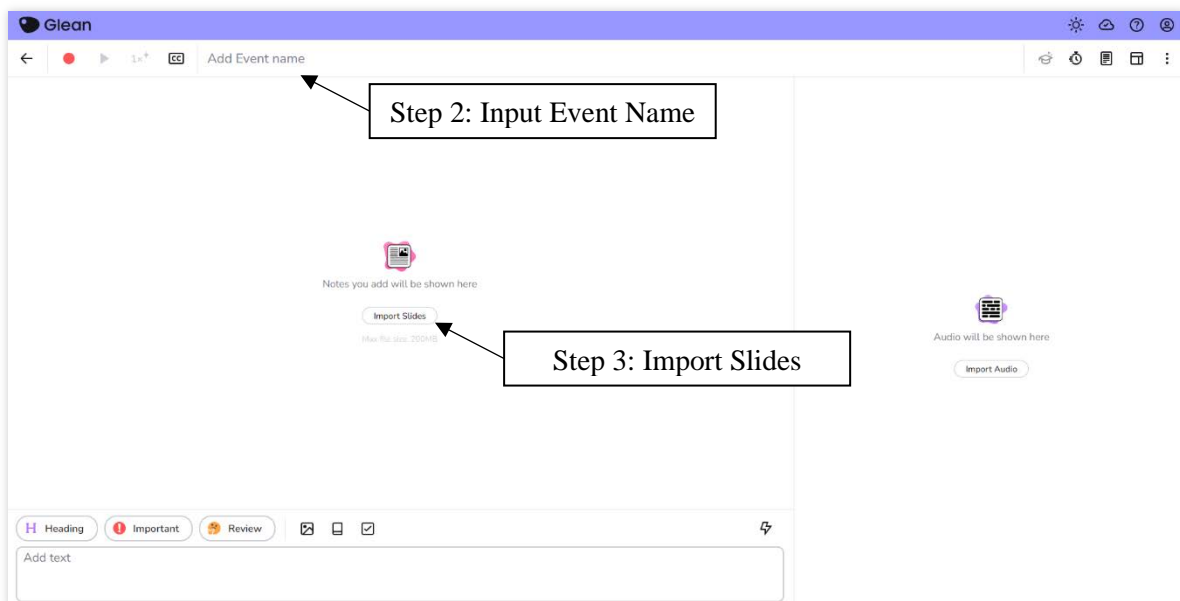
## 1. Preparation of Event

### 1.1. Create a New Event



Step 1: Click "New Event"



Step 2: Input Event Name

Step 3: Import Slides

## 1.2. Start Recording / Import Audio

i) Start Recording

Step 1: Click "Recording Options"

Step 2: Choose your own option

OR

ii) Import Audio

Click to import audio
(Max file size: MP3 300MB & WAV 1.5GB)
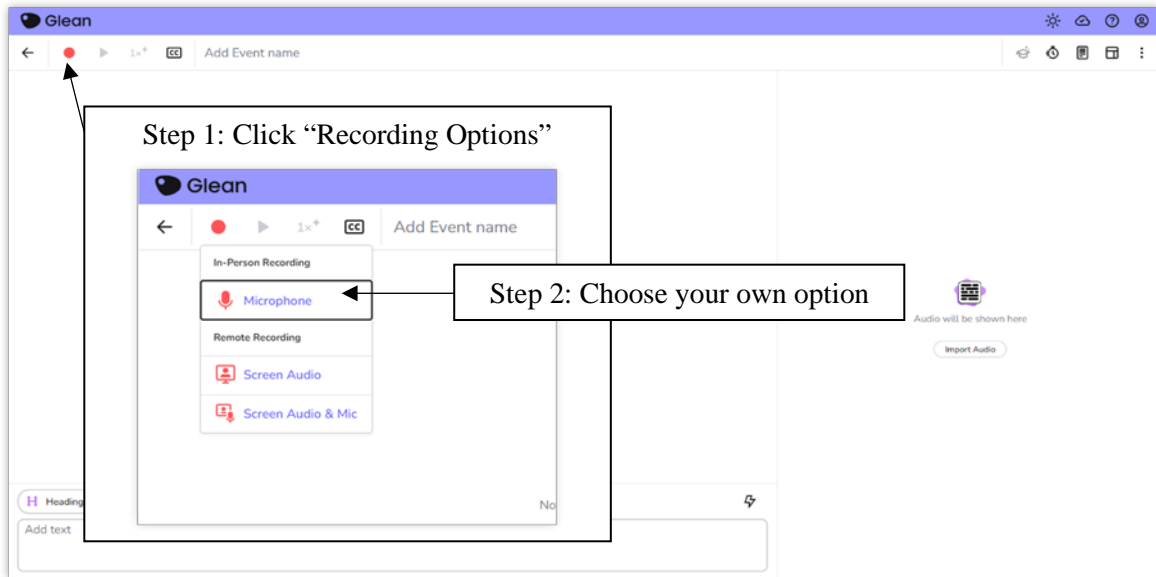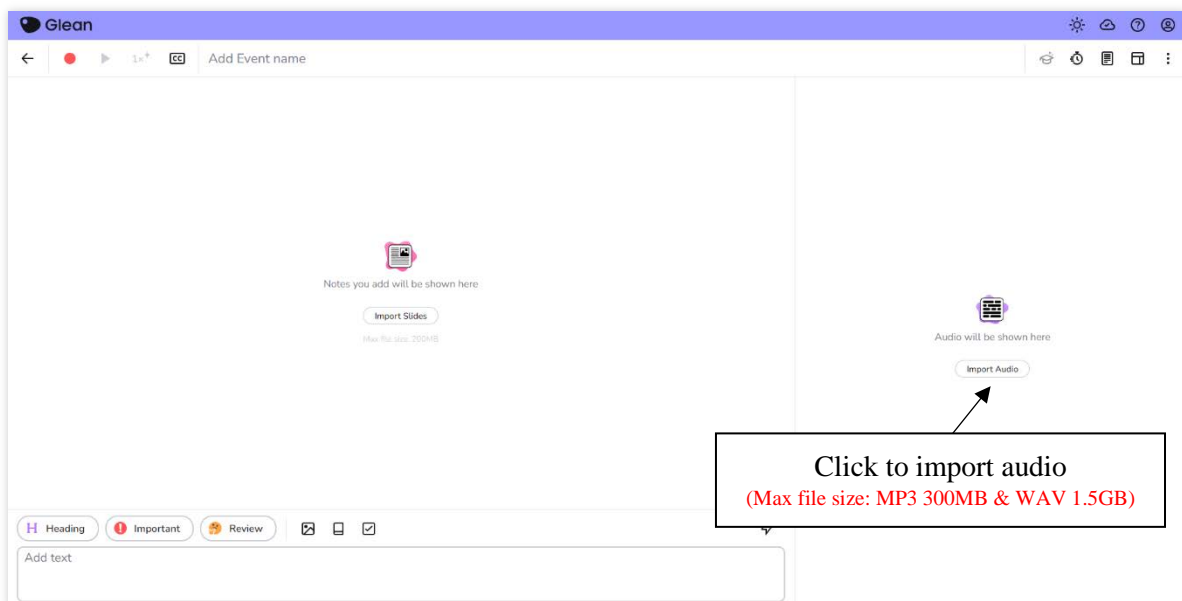
## 2.     Event Editing

### 2.1.   Basic Layout of an Event
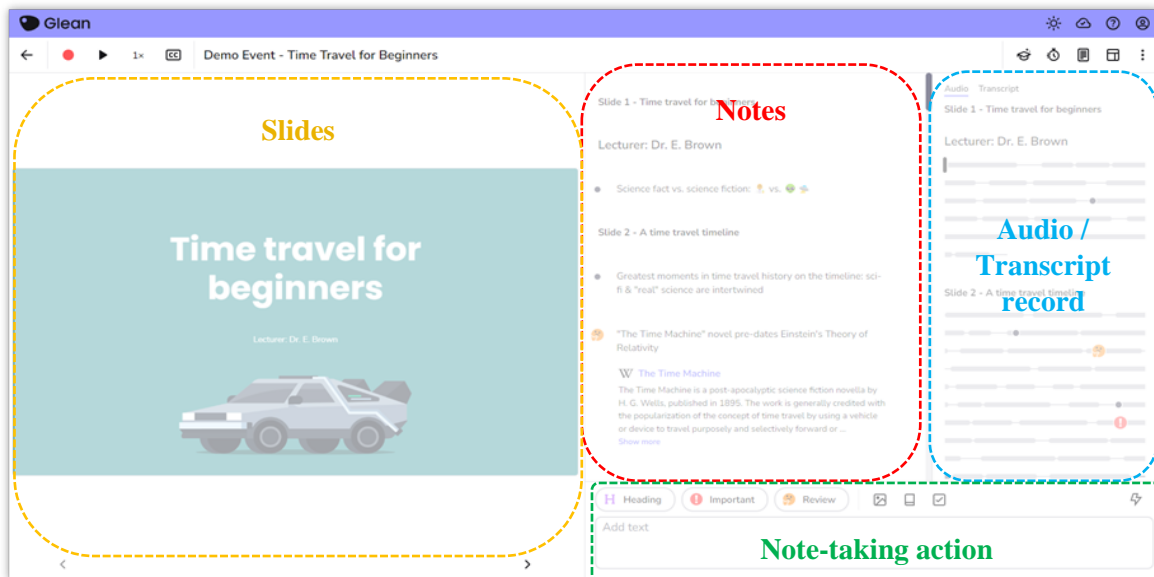


### 2.2.   Main Functions for Event Note-taking
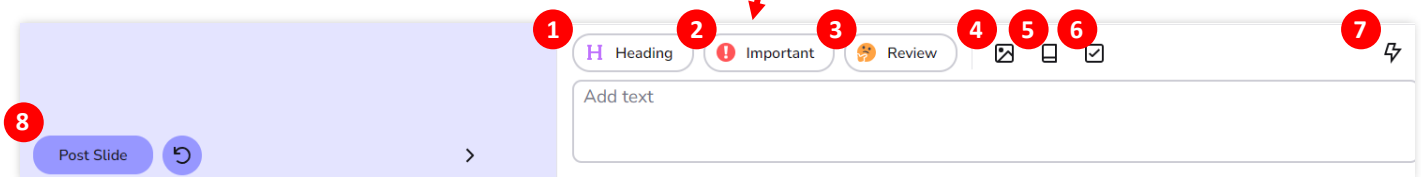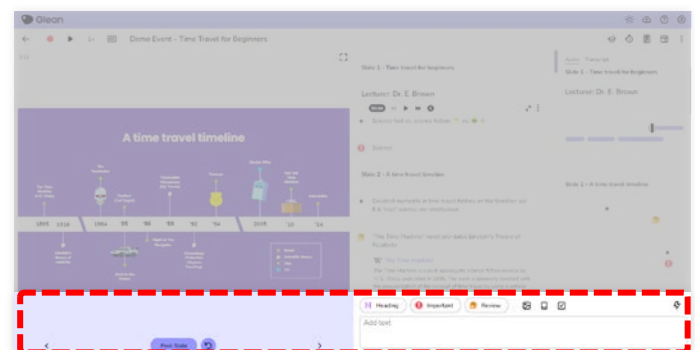


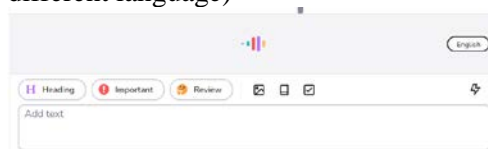| | | |
|---|---|---|
| 1) **H** Heading | | Add heading for notes and audio (font in bold). |
| 2) ❗ Important | | Pinpoint important points, "alert" sign is inserted in audio record. |
| 3) 🤔 Review | | Add notes for review, sign is inserted in audio record. |
| 4) 🖼 | | Post photos in notes. |
| 5) ▢ | | Post definition from Wikipedia in notes. |
| 6) ☑ | | Add task with due date(optional) in notes, could check the box when the task is done. |
| 7) ⚡ | | Lightning Mode: Shortcut keys for note-taking functions |
| 8) Post Slide | | Post slides in notes to separate the notes for different slides |

## 2.3. Other Functions
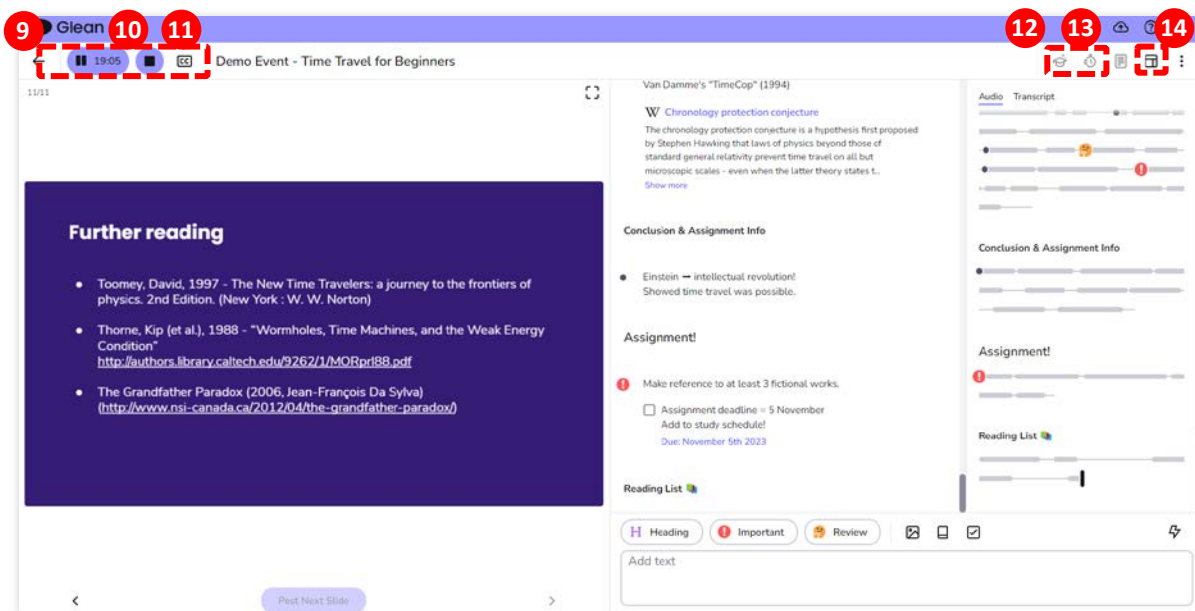


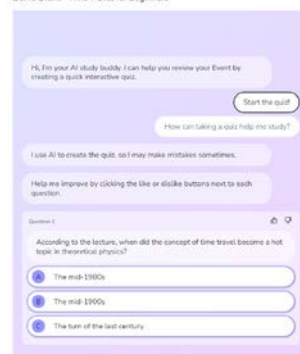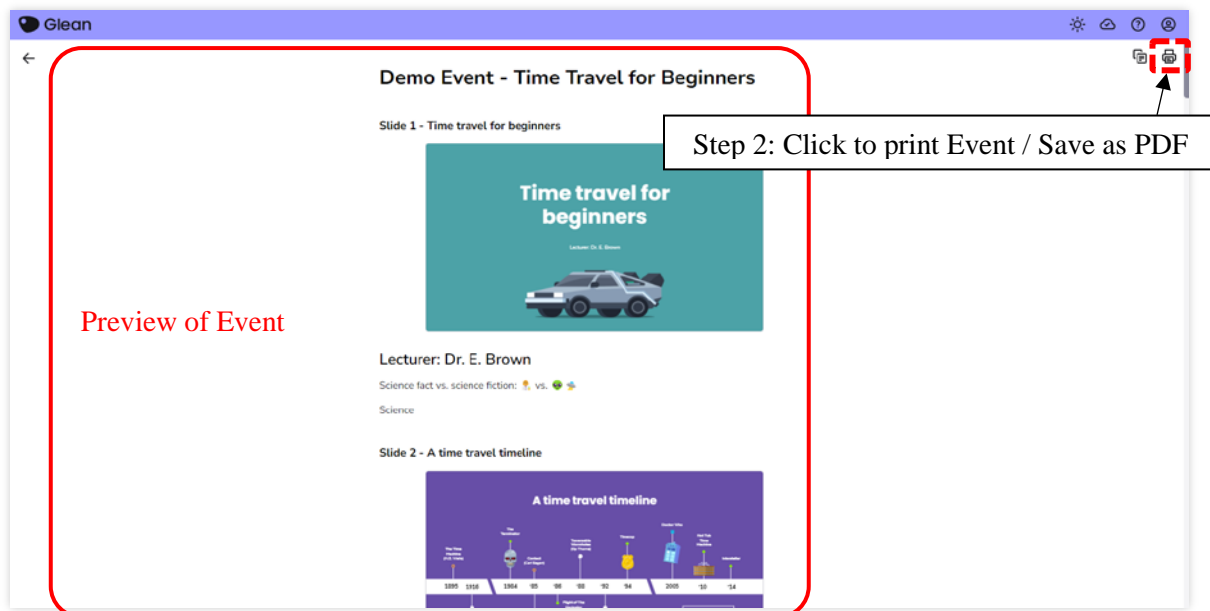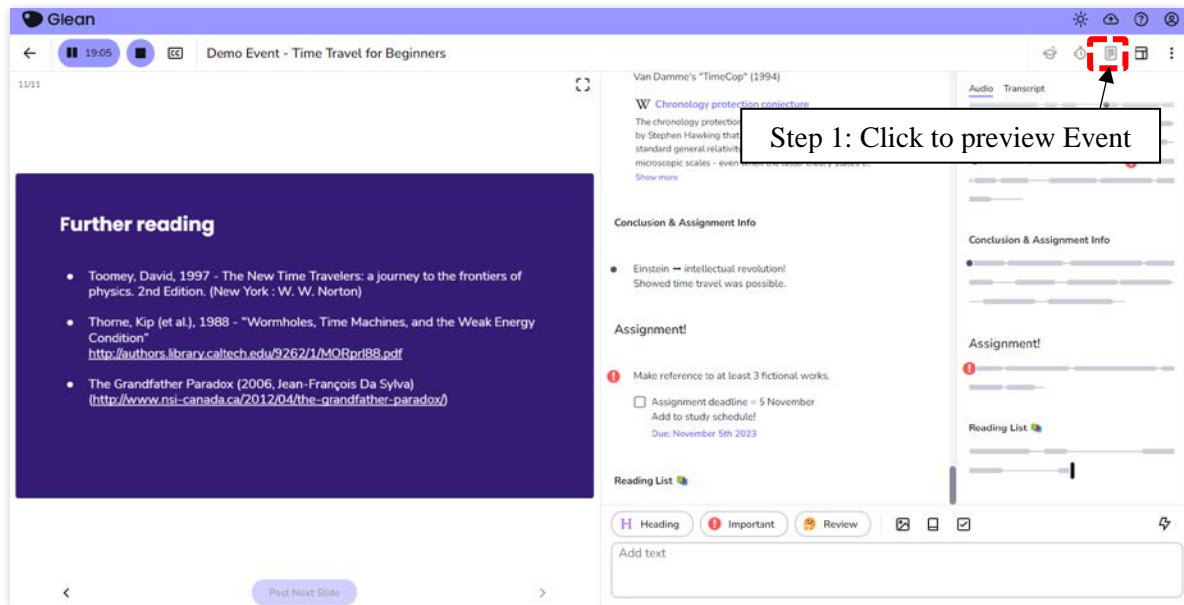| | | |
|---|---|---|
| 9) |  | Pause recording, could click "●" to resume after pausing. |
| 10) |  | Stop the recording, the audio will be saved automatically. |
| 11) | CC | Live Captions: Show the spoken words instantly. (Could choose different language)  |
| 12) |  | Start a quiz generated from AI based on the event.  |
| 13) |  | Set timer for focus |
| 14) |  | Set to hide/unhide "Slides", "Notes Feed", Notes Input", and/or "Audio & Transcript" |

## 3. Event Printing for Revision



Step 1: Click to preview Event



Step 2: Click to print Event / Save as PDF

Preview of Event

## 4.    Manage Event / Collection

### 4.1.    Create a New Collection



Step 1: Click to create collection to sort the events



Step 2: Collection > Create new Event

OR

Step 2: Home > Add to Collection

## 4.2.   Check Tasks



--- End ---