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

#### **User Guide for Glean**

**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.

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#### How can I get started with Glean?

- 1. Contact SEN Service Manager for registration.
- 2. Access Glean at <u>glean.co</u> 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!

# <u>Enquiry</u>

SEN Service (SENS), Wellness and Counselling Centre, Office of Student Affairs T: 3943 5441/ 3943 7252 E: sens@cuhk.edu.hk

# 1. Preparation of Event

## 1.1. Create a New Event

Welcome to Glean!
Get started and create your first Event
+ New Event Demo Event
Step 1: Click "New Event"



## 1.2. Start Recording / Import Audio

#### i) Start Recording



OR

## ii) Import Audio



# 2. Event Editing

## 2.1. Basic Layout of an Event



# 2.2. Main Functions for Event Note-taking

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5)	
6)	$\checkmark$
7)	<i>G</i>
8)	Post Slide

Add heading for notes and audio (font in bold).				
Pinpoint important points, "alert" sign is inserted in audio record.				
Add notes for review, sign is inserted in audio record.				
Post photos in notes.				
Post definition from Wikipedia in notes.				
Add task with due date(optional) in notes, could check the box when				
the task is done.				
Lightning Mode: Shortcut keys for note-taking functions				
Post slides in notes to separate the notes for different slides				

# 2.3. Other Functions

Glean 10 11			12 13 @ @14
19:05 🔳 🗹 Demo Evo	ent - Time Travel for Beginners	Van Damme's "TimeCop" (1994) W Chronelogy protection conjecture	Audio Transcript
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Further reading		Conclusion & Assignment Info	Conclusion & Assignment Info
<ul> <li>Toomey, David, 1997 - The Ne physics. 2nd Edition. (New York)</li> </ul>	ew Time Travelers: a journey to the frontiers of $k$ : W. W. Norton)	<ul> <li>Einstein → intellectual revolution! Showed time travel was possible.</li> </ul>	
<ul> <li>Thorne, Kip (et al.), 1988 - "We Condition" <u>http://authors.library.caltech.ed</u></li> </ul>	ormholes, Time Machines, and the Weak Energy I <u>w9262/1/MORprI88.pdf</u>	Assignment!	Assignment!
The Grandfather Paradox (200 (http://www.nsi-canada.ca/20)	)6, Jean-François Da Sylva) 12 <u>/04/the-grandfather-paradox</u> )	Make reference to at least 3 fictional works.     Assignment deadline = 5 November     Add to study schedule!     Due: November 5th 2023	Reading List
		Reading List 🍡	1
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< Contract of the second secon	Pect Next Slide	Add text	
9) 19:21	Pause recording, cou	Ild click "•" to resume after p	ausing.
10)	Stop the recording, t	he audio will be saved automa	tically.
11) <b>CC</b>	different language)	v the spoken words instantly. (	
12) <b>ਨੂੰ</b>	Dema Event - Time Travel for Beginners		
13) 🐧	Set timer for focus		
14)	Set to hide/unhide "S "Audio & Transcript	Slides", "Notes Feed", Notes I	nput", and/or







# 4. Manage Event / Collection

### 4.1. Create a New Collection





## 4.2. Check Tasks



---- End ----