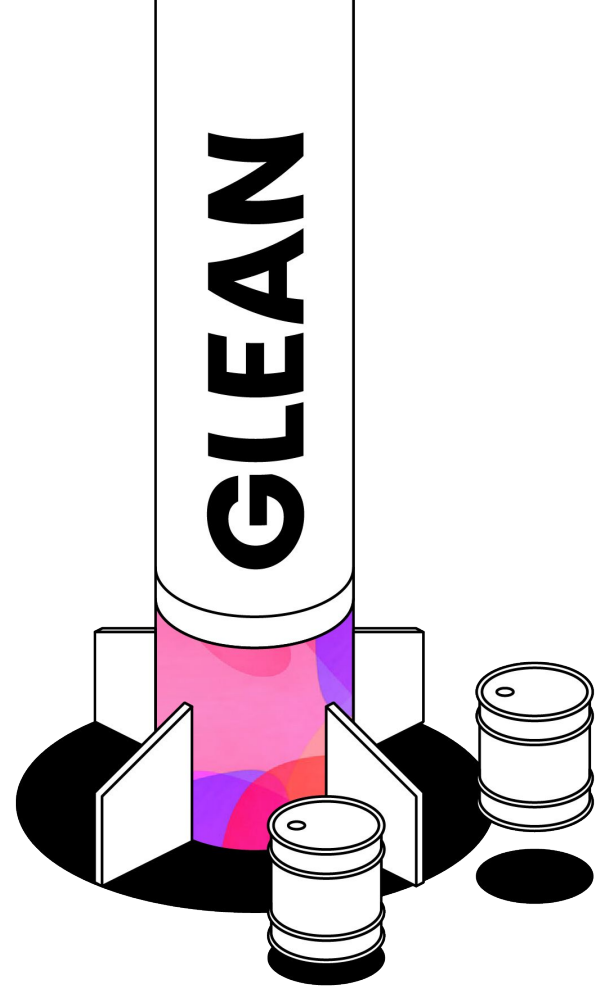


# Welcome to the Glean Classroom



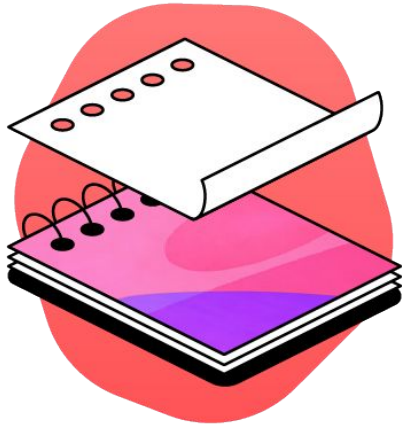
# What are we going to cover?

- ✓ Why note taking is so important to your studies
- ✓ How **Glean** will help
- ✓ A demo of **Glean**





**Why note taking is important**



**65%**

of information is left behind  
in class if you don't take  
notes



**1/2**

Without reviewing your  
notes you will forget half of  
your class after 24 hours

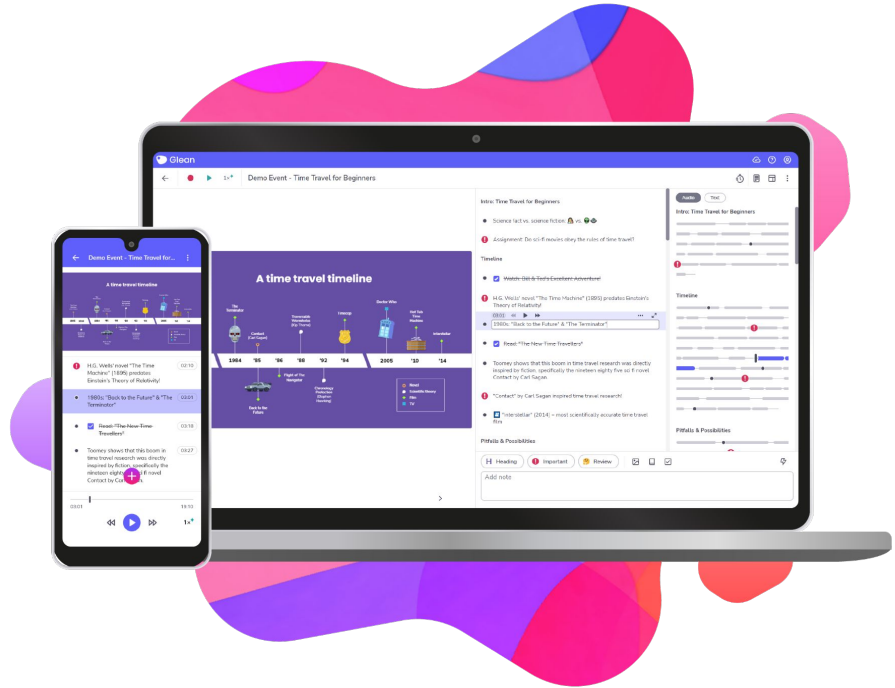


**91%**

**improved their GPA using Glean**



# Glean helps you record class and take great notes

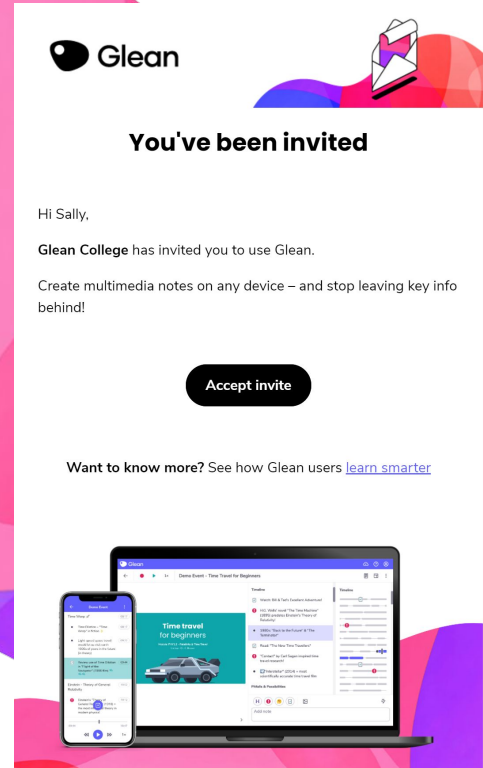





# **Glean Getting Started Level 1**

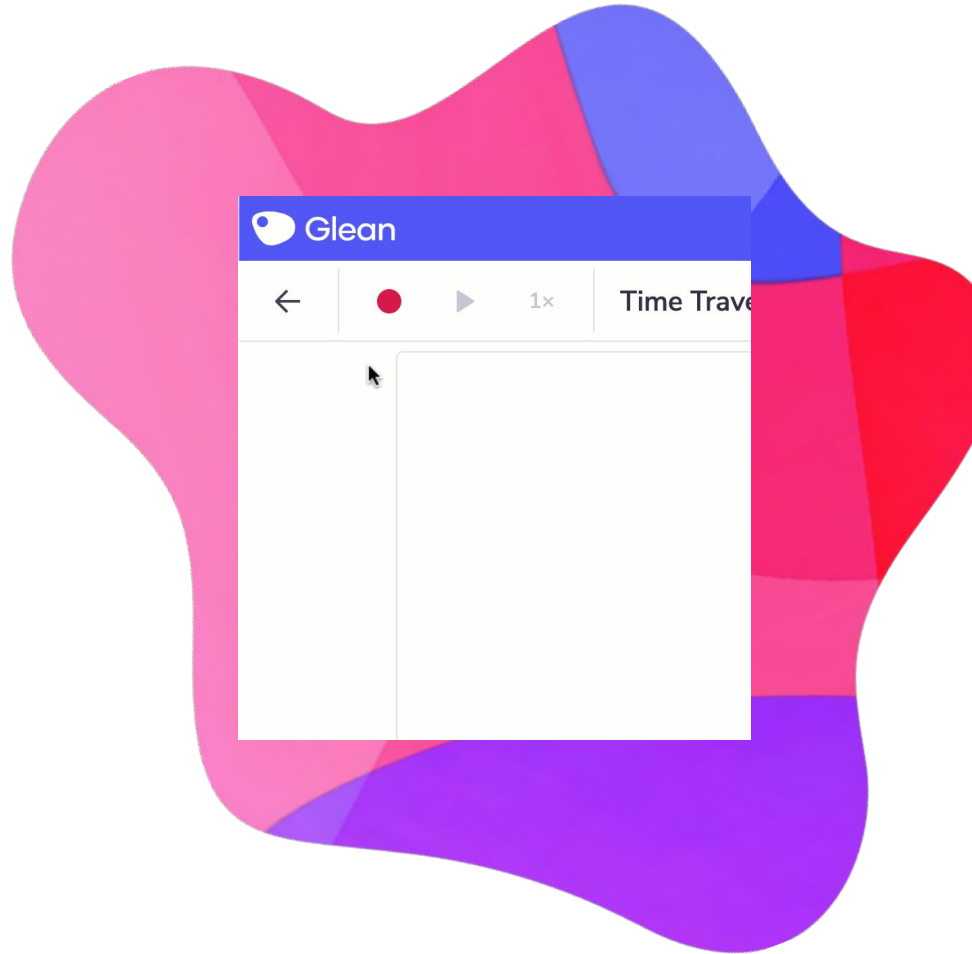
# Accept Your Glean Invite

- Make sure to check your inbox for an invitation like this ➡
- Click to accept, set a password, and you're good to go!
- **Top Tip:** Remember to bookmark Glean



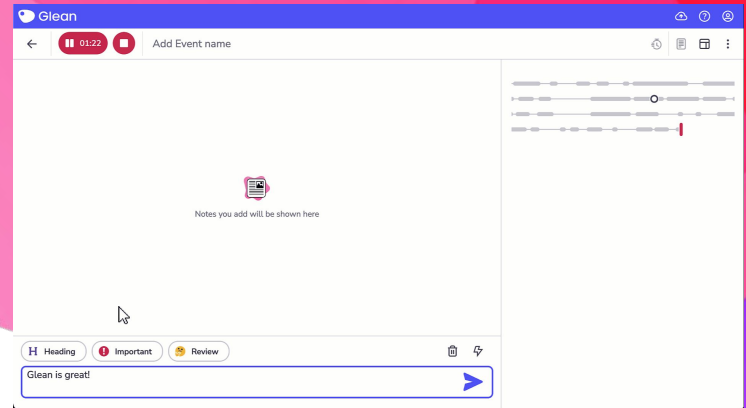
# Recording in class or online, no problem

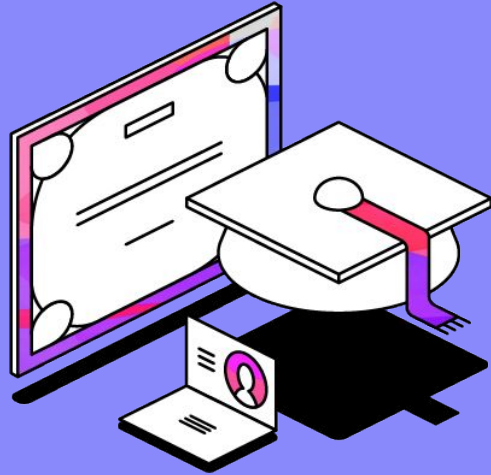
- First click  on the home screen
- Pick the “Microphone” option when you’re in class
- Choose “Screen Audio” when capturing an online class
- **Top Tip:** Practice recording at home before your class



# Time stamp the parts of the class that are important to you

- Use labels to help your notes stand out
- Enable “Lightning Mode”  
enable one touch timestamps
- **Top Tip:** Labels = time saver  
🕒 helps you pick out the most important parts of class

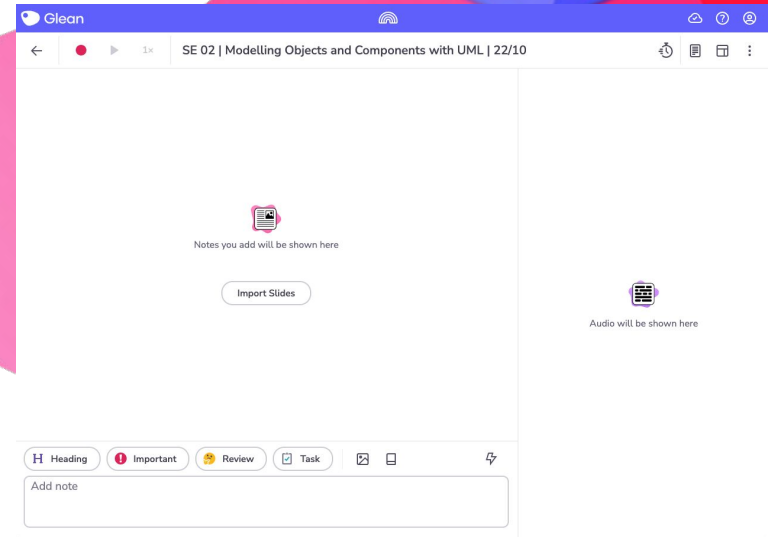




# **Glean Master Level 2**

# Add Class Slides

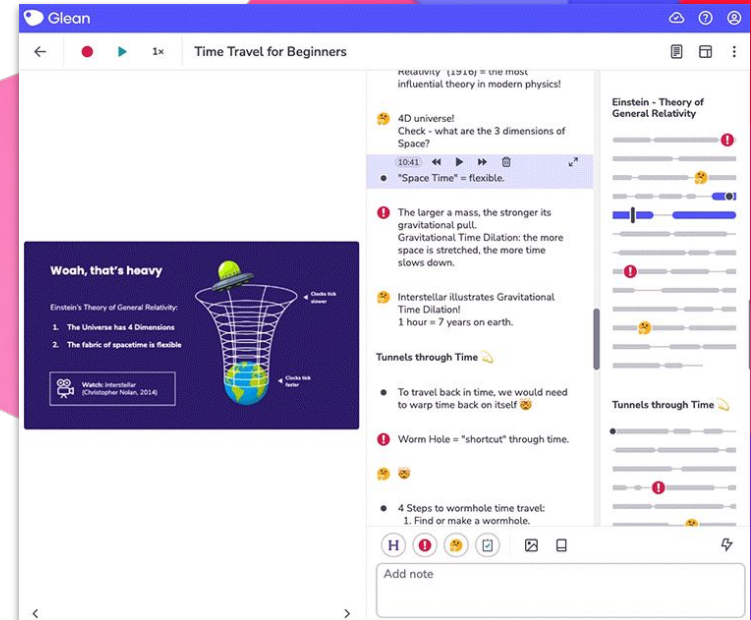
- Add your slides before, during or after class
- PowerPoint or PDF slides? Glean has you covered
- **Top Tip** - you can also extract text from the slides into your notes



# Add Images

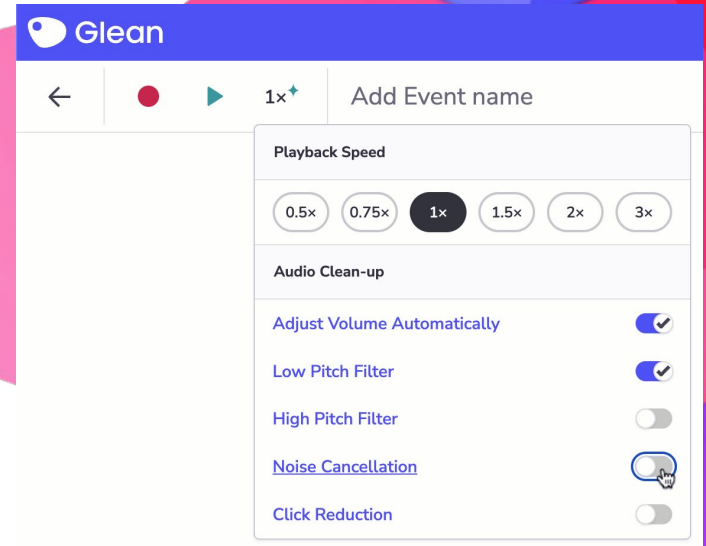
Add images to your notes to help explain complicated topics.

- Add additional detail to your notes or perhaps include a diagram
- **Top Tip:** Using images alongside text can boost memory retention by up to 89%



# Clean Up Audio

- Remove unwanted noise found in the classroom in just one click
- Automatically adjust the volume
- Eliminate distracting clicks caused by typing or your mouse
- **Top Tip:** Try sit towards the front of class for the best audio quality





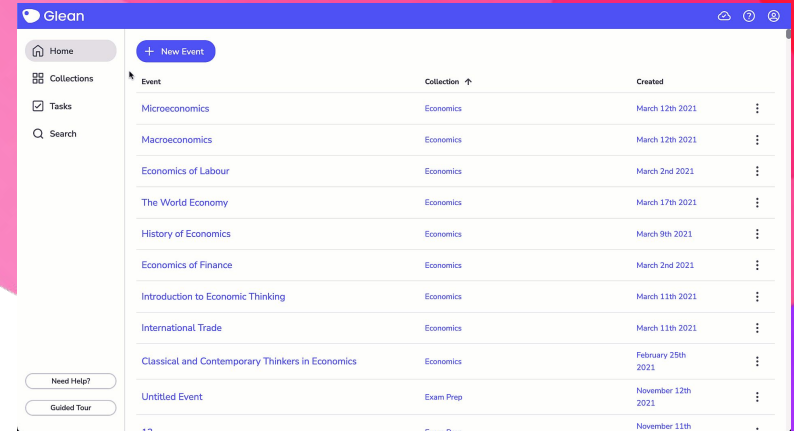
# **Glean Guru**

## **Level 3**

# Collections

An easy way to sort your class recordings, making them easy to find and review.

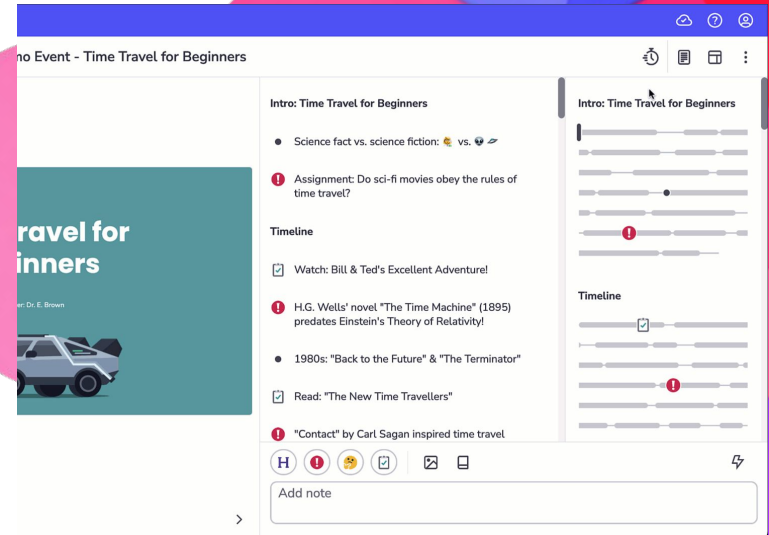
- Want to sort by class or professor, No problem!
- Easily come back and find your class recording
- **Top Tip:** Great if you want to improve your organisation



# Reading View

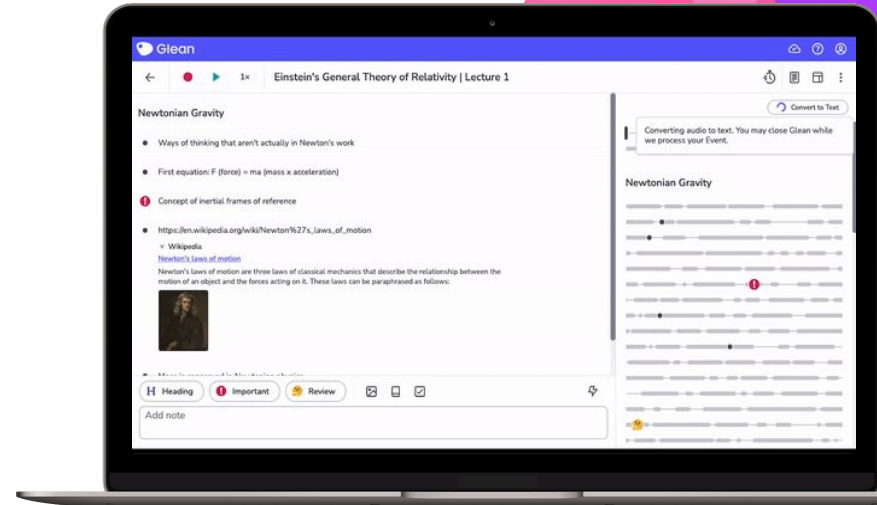
Want to print your notes? Or copy to a Word doc?

- Links your notes and slides together, ideal for **revision** for upcoming exams
- Option to print or copy your notes to a Word document



# Transcription

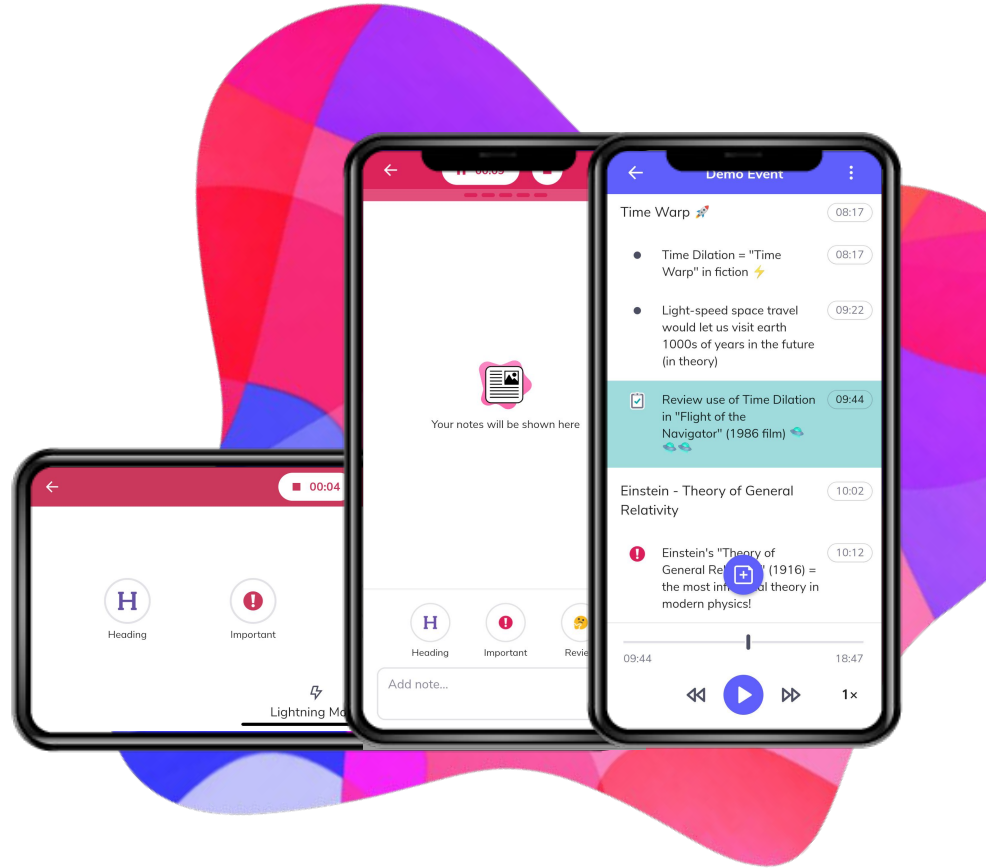
- Turn your audio into text after class
- Post important parts of the text to your notes timeline
- Listen back to your audio whilst following the text
- **Top Tip:** You can use Gleans' search feature to find keywords in the transcript



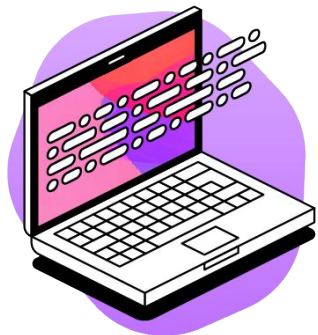
# Glean Mobile

- ✓ Record and review anywhere
- ✓ Online and offline recording
- ✓ Syncs automatically to web app
- ✓ Dark mode

**Top Tip:** From the app you can take a photo and upload straight to your notes



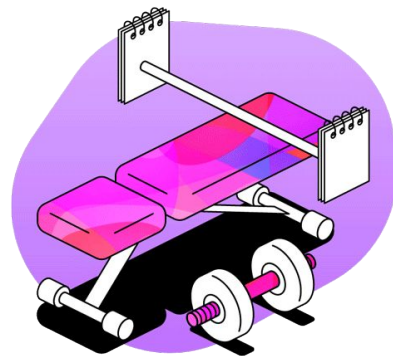
# What to do after this?



**Pick your next class to  
use Glean**



**Practice with YouTube  
or Netflix**



**Check the resources  
coming your way**