

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

User Guide for Glean

Glean is a note-taking tool that allows students to capture comprehensive class information. Through classroom recordings, students are able to add labels, text notes, lecture slides, definitions and images, creating a complete set of multimedia notes in the process. This user guide provides instructions for creating the first note-taking event.

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How can I get started with Glean?

1. Contact SEN Service Manager for registration.
2. Access Glean at glean.co or download to your device of choice:

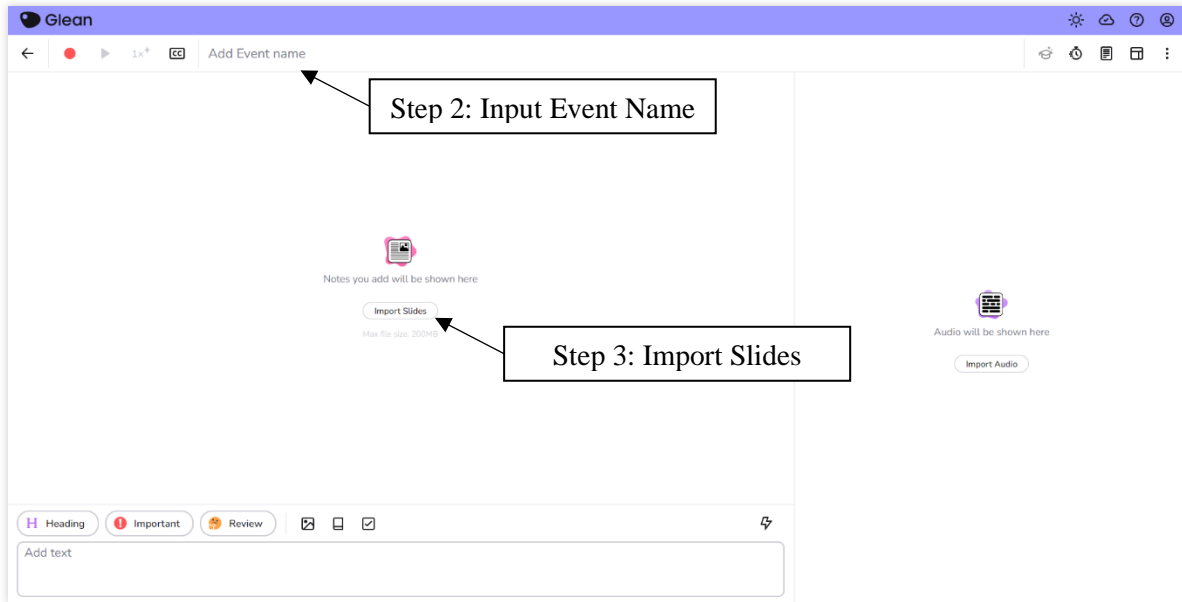
Website Link: <https://app.glean.co/sign-in?redirect=%2Fevents>
Android App: https://play.google.com/store/apps/details?id=co.glean.app&pcampaignid=web_share
IOS App: <https://apps.apple.com/gb/app/glean-notes/id1498045022>
3. Complete a simple tutorial to learn the key functions, this only takes a couple of minutes. Then you're ready to take notes in class!

Enquiry

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

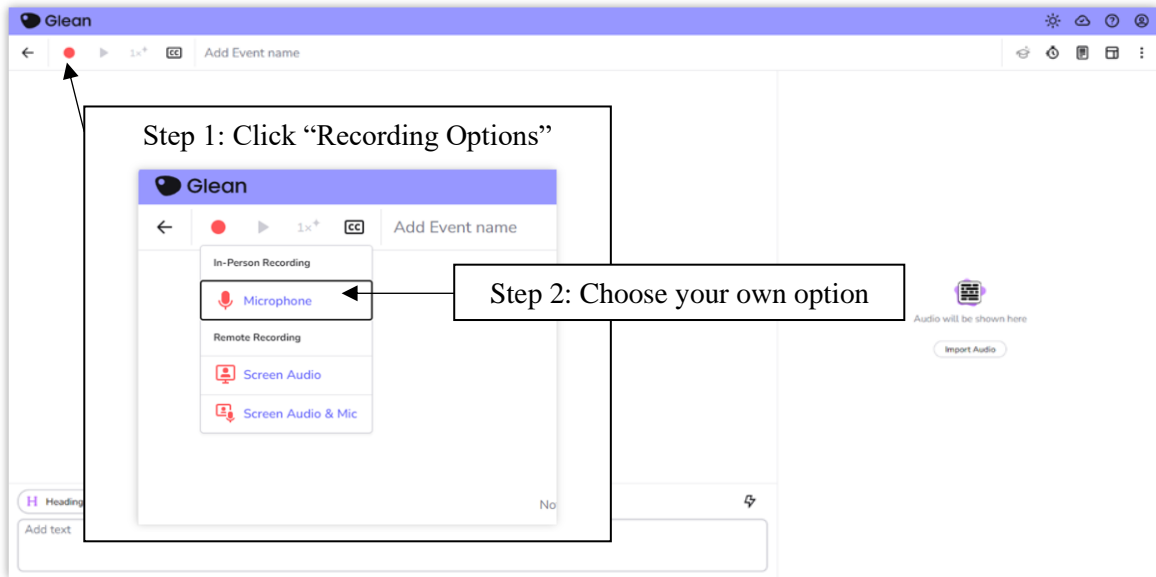
1. Preparation of Event

1.1. Create a New Event



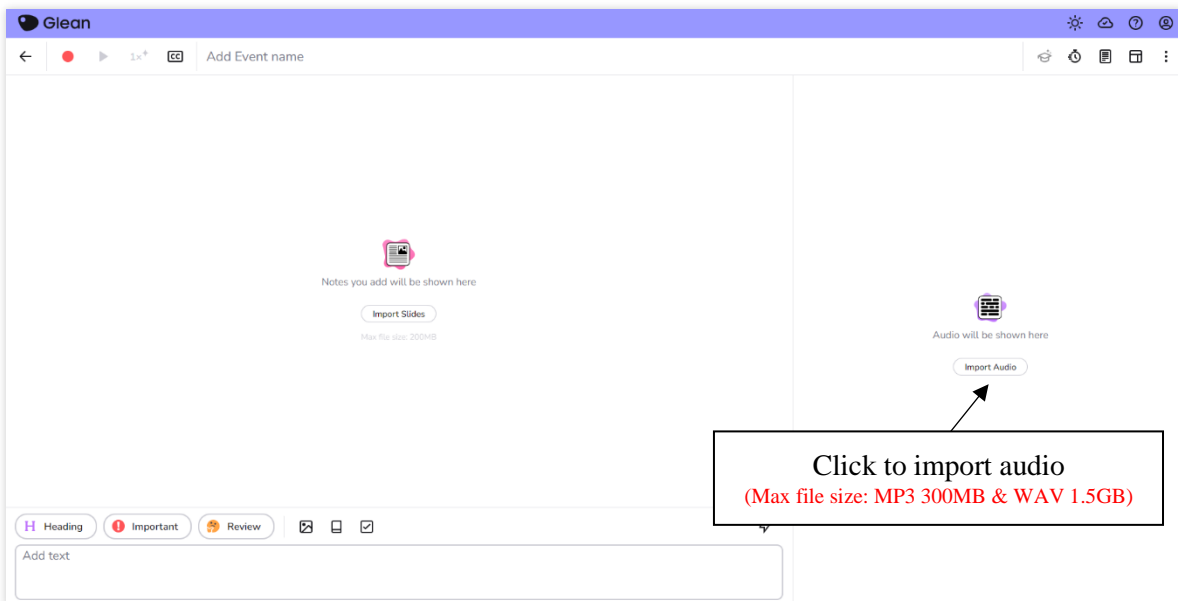
1.2. Start Recording / Import Audio

i) Start Recording



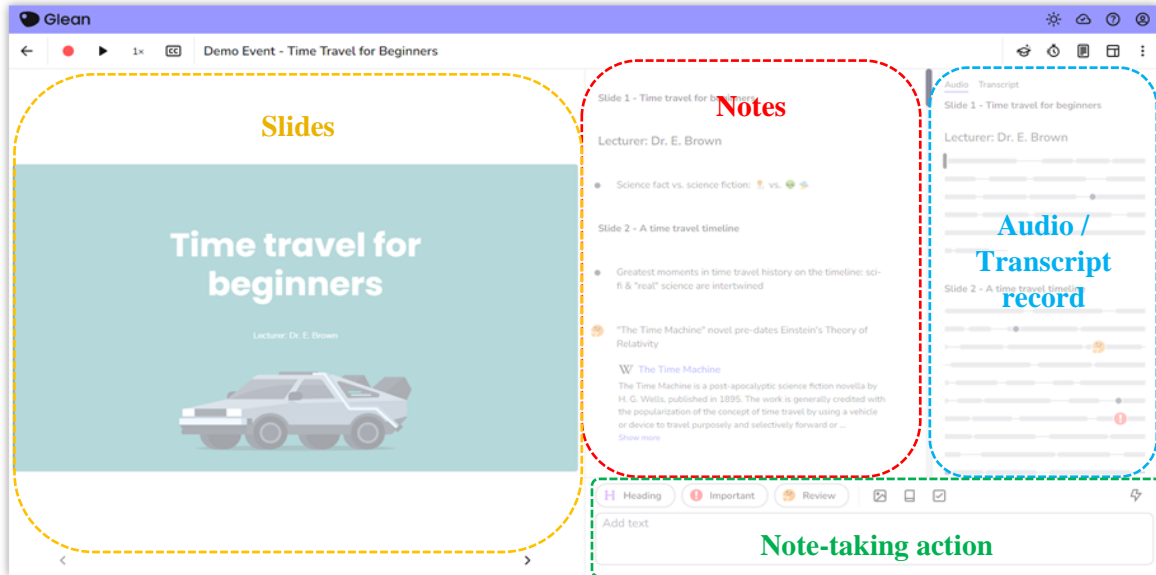
OR

ii) Import Audio

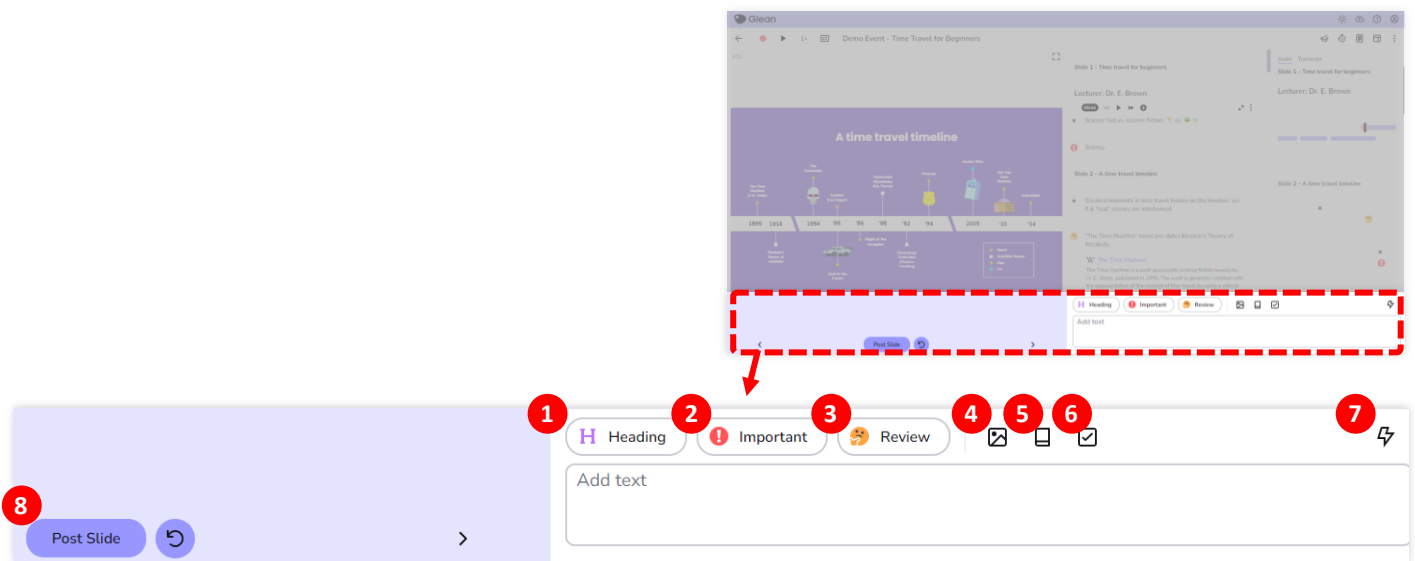


2. Event Editing

2.1. Basic Layout of an Event



2.2. Main Functions for Event Note-taking



- 1) **H** Heading
- 2) **!** Important
- 3) **👤** Review
- 4) **📷**
- 5) **📄**
- 6) **☑**
- 7) **⚡**
- 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.

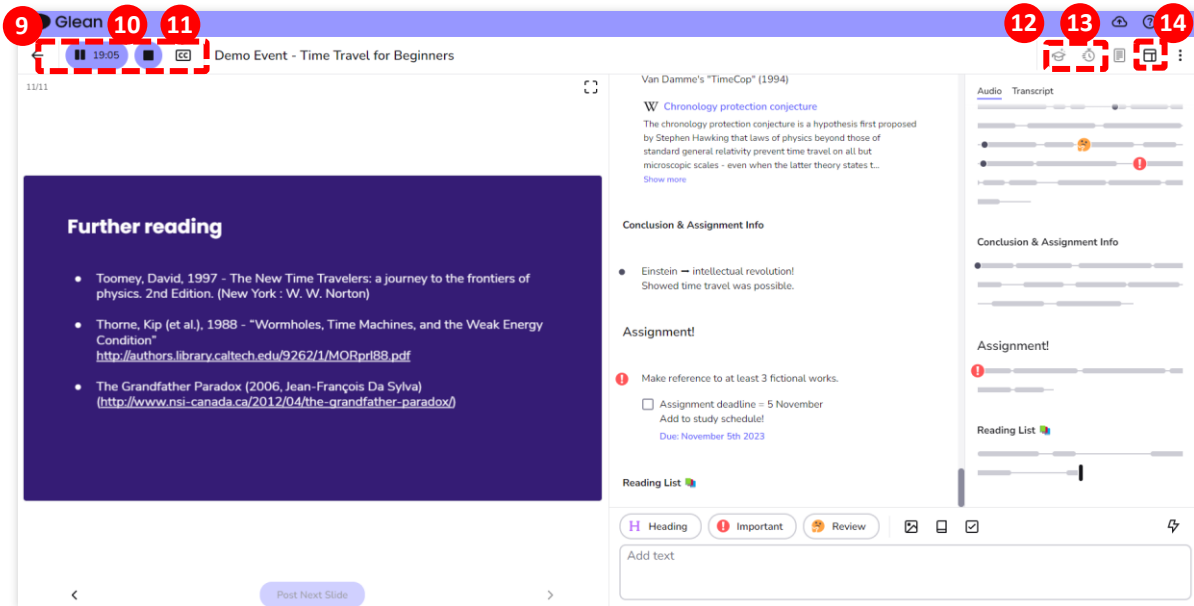
Post definition from Wikipedia in notes.

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



9) 19:21

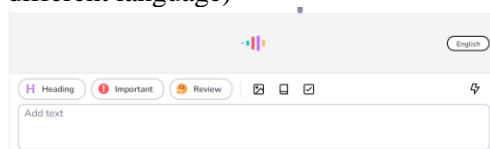
Pause recording, could click “●” to resume after pausing.

10)

Stop the recording, the audio will be saved automatically.

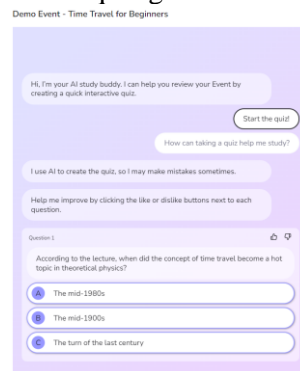
Live Captions: Show the spoken words instantly. (Could choose different language)

11)



Start a quiz generated from AI based on the event.

12)



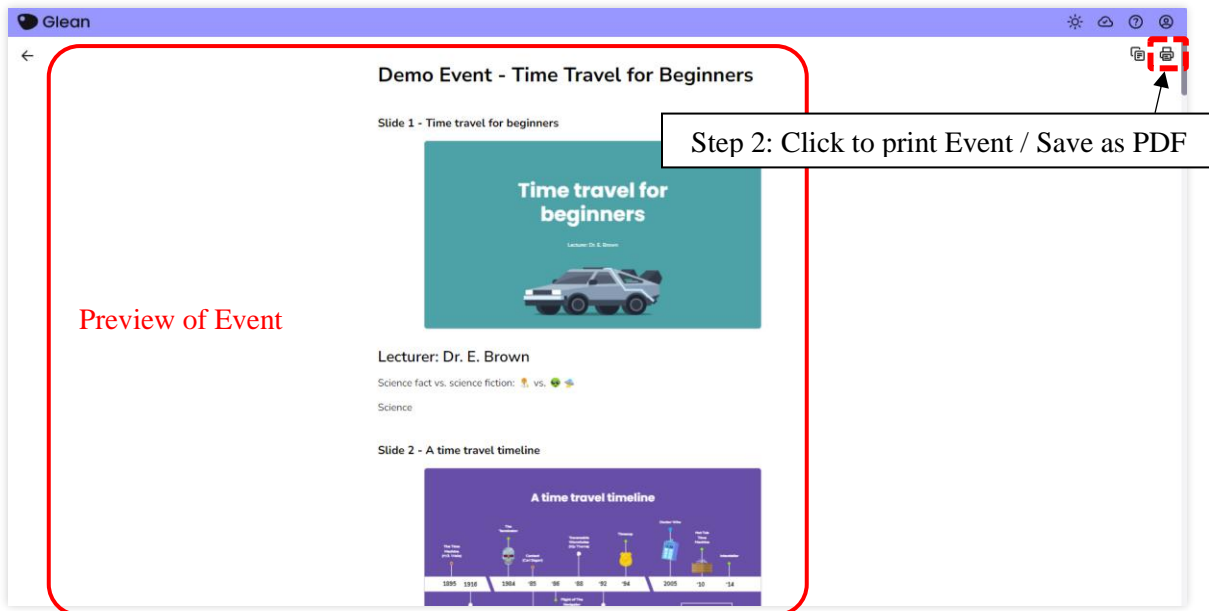
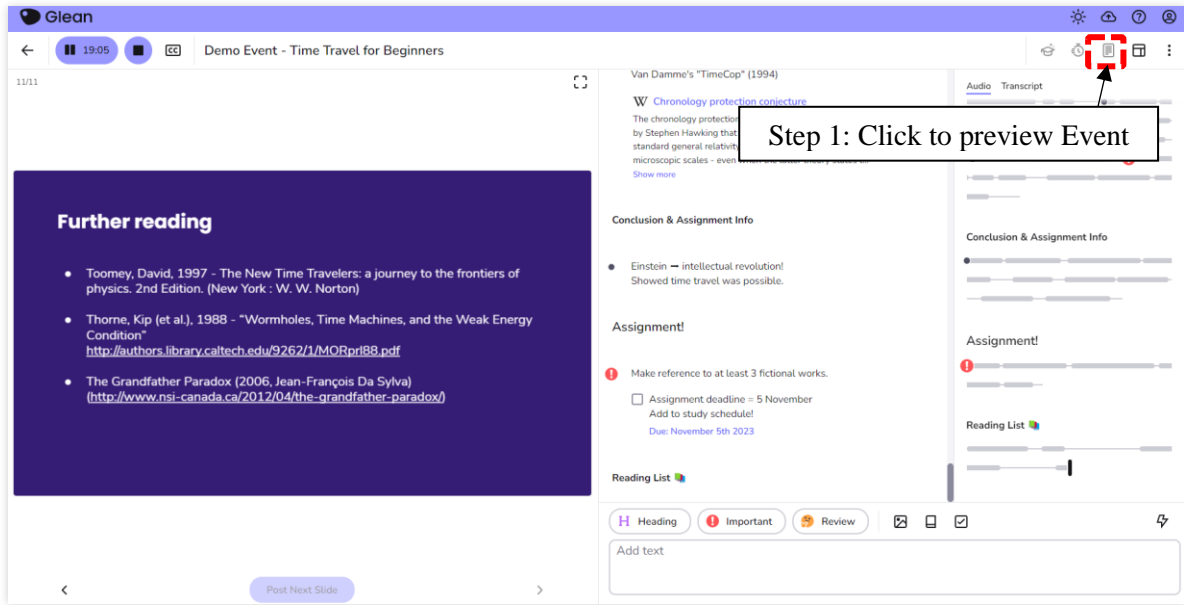
13)

Set timer for focus

14)

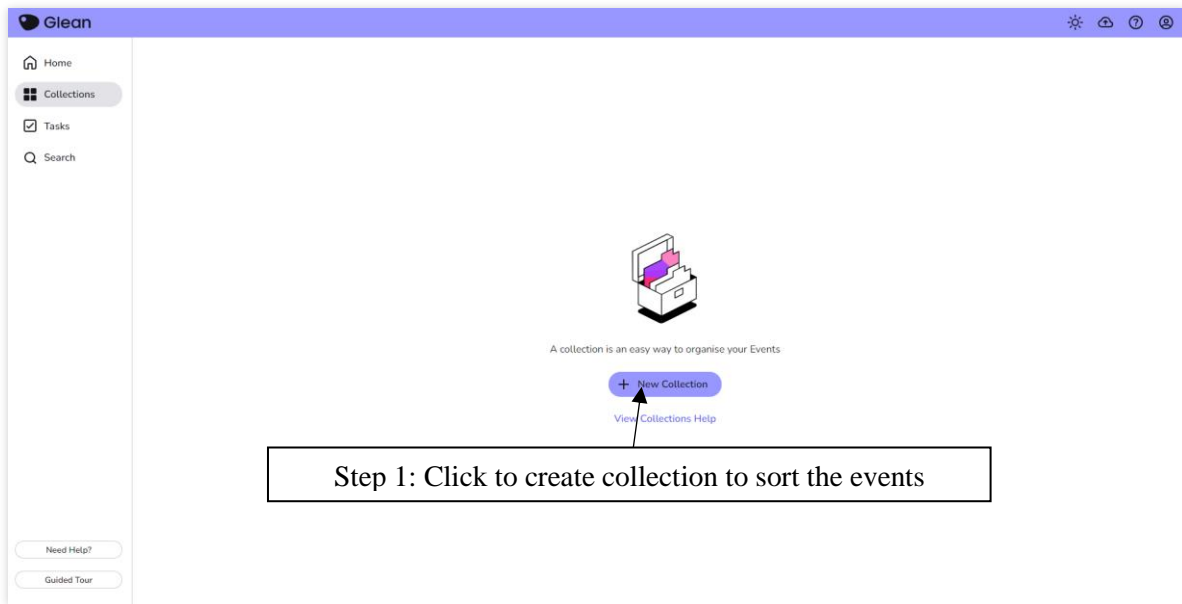
Set to hide/unhide “Slides”, “Notes Feed”, Notes Input”, and/or “Audio & Transcript”

3. Event Printing for Revision



4. Manage Event / Collection

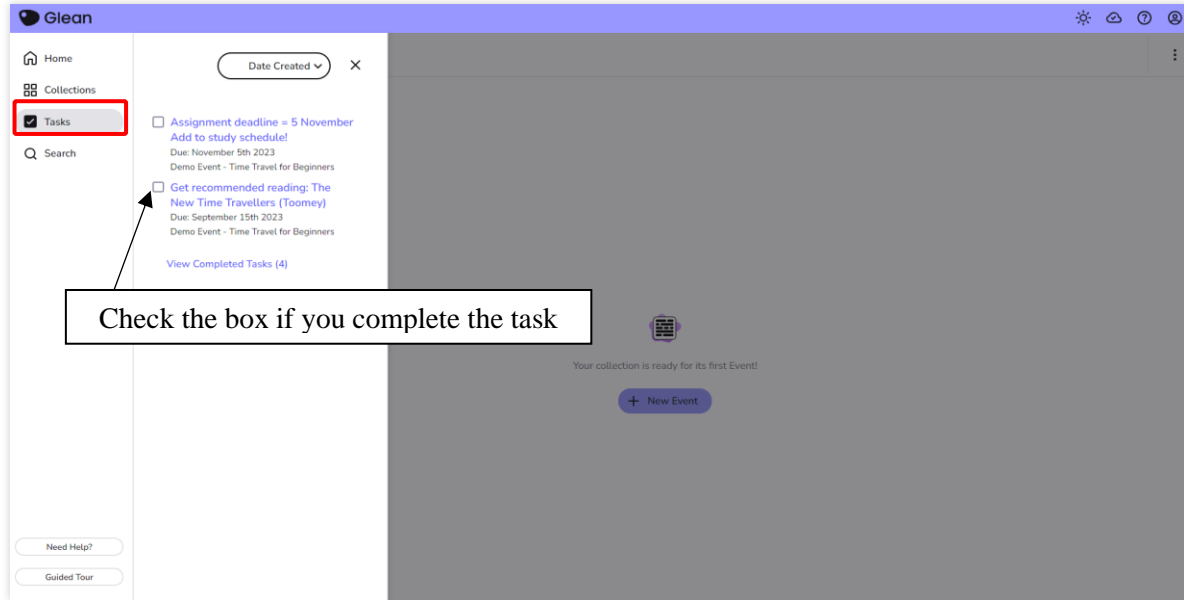
4.1. Create a New Collection



OR



4.2. Check Tasks



--- End ---