



Getting started with Glean

A Simplified Instruction Guide

Getting started with Glean

Using a new application can be a little daunting. Use the articles linked below to quickly understand how Glean works and create your first Event.

Once you're up and running, you can explore the other features in the main User Guide.

- 1: Create your Event
- 2: Start Recording
- 3: Upload your PDF slides when available or needed
- 4: Hit Post Slide at Transitions
- 5: Add Headings
- 6: Use Labels
- 7: Add Text

Getting Started with Glean for the first time

1. Visit www.glean.co
2. Click "Use Glean"
3. Log in with your Cougarmail email address and the password you picked for Glean
4. Once you're logged in you can go back to <https://app.glean.co/events> as needed
5. Set up a collection folder for each of your classes by clicking Collections > New Collections > Typing in your class name > Back arrow
 - a. Repeat this step for as many classes as you have each semester.

Glean Support Article: <https://help.glean.co/category/126-x-getting-started>

Overview 1-minute video: <https://www.youtube.com/watch?v=8hnDoCEopI0>

Glean Article Making collections:

<https://help.glean.co/article/194-glean-mobile-collections>

Glean Video About Collections: https://www.youtube.com/watch?v=p_pFuSscQbo

Prepare your class handouts/PowerPoints for use in Glean (All files use in Glean must be saved as a PDF.)

1. Download your PowerPoints from Blackboard by clicking on the file link that is embedded in Blackboard (It will likely be in the downloads folder unless you redirect the save process.)
2. Open the file on your computer by clicking on it in your download folder
3. Once the file is open, click File > Save As > Change File type to PDF > and click Save.

Glean Support: <https://help.glean.co/article/19-adding-slides-to-an-event>

Glean Video about using slides: <https://www.youtube.com/watch?v=ulrNYIrgRXU&t=2s>

When starting a new recording

1. <https://app.glean.co/events>
2. Click Collection
3. Click the collection folder specific to your class (You have to set this up before hand)
4. Once in the collection folder click: "New Event"
5. Type in the date and subject or lecture title for your Event Title
6. Upload your PDF file for the PowerPoint
7. Hit Record to start the program audio recording
 - a. If in person click Microphone
 - b. If in a remote class click screen audio
8. Now you're ready to type your notes and record audio using Glean
9. When class is over click the red stop button to end the recording
10. If you have a break in class you can stop and start the recording as needed.

*****Remember to hit "Post Slide" as the instructor transitions to new slides*****

Glean Article: <https://help.glean.co/article/76-recording-options>

Review session

1. Go to <https://app.glean.co/events>
2. Navigate to the collection
3. Select your recording
4. Hit Play and the session will play for you
5. During playback you can add to your notes as needed
6. You can also review your notes in reading mode (button in the upper right corner of the screen).

Using your Notes: <https://www.youtube.com/watch?v=SL2p-M367iM>

Remember, Glean will save your notes in the cloud when connected to the internet. Avoid using private browsing windows or clearing your data while offline.

Support Article from Glean: <https://help.glean.co/article/16-working-online-offline>