

Glean

Glean is an interactive program for the combination of audio recordings with multimedia notes.

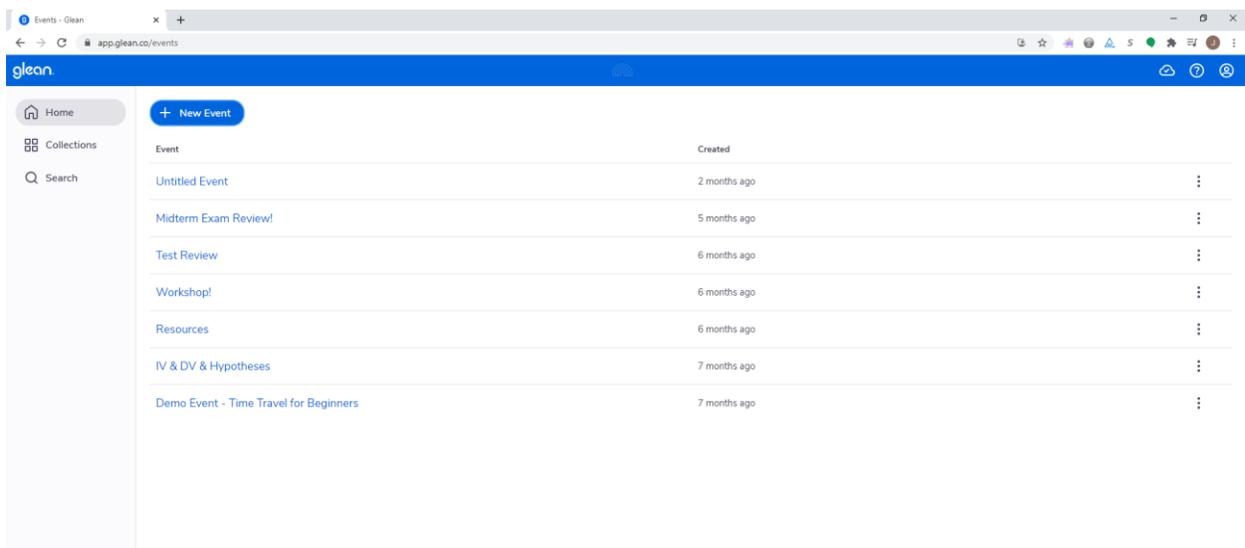
- Take notes in class or with online learning;
- Capture audio, text and slides in one place;
- React in real-time with quick labels; and
- Quickly navigate audio using speech bubbles.

Creating Good notes takes time and effort! For this first week, I would like to go over some notetaking strategies and a possible way to use Glean. Although we give examples on how to take notes while using Glean, please use strategies that work for you. You can even pick pieces of the strategies mentioned on this page and incorporate them in your own notetaking! Please note: as of this moment, glean is only offered to DRC students who qualify for notetaking accommodations.

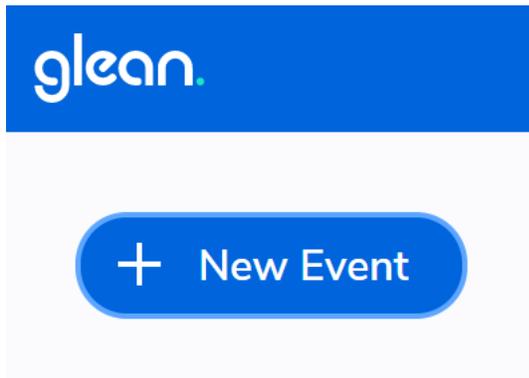
Intro to glean:

Glean's interface is easy to navigate. There are a few buttons on the left: Home, Collections, and Search.

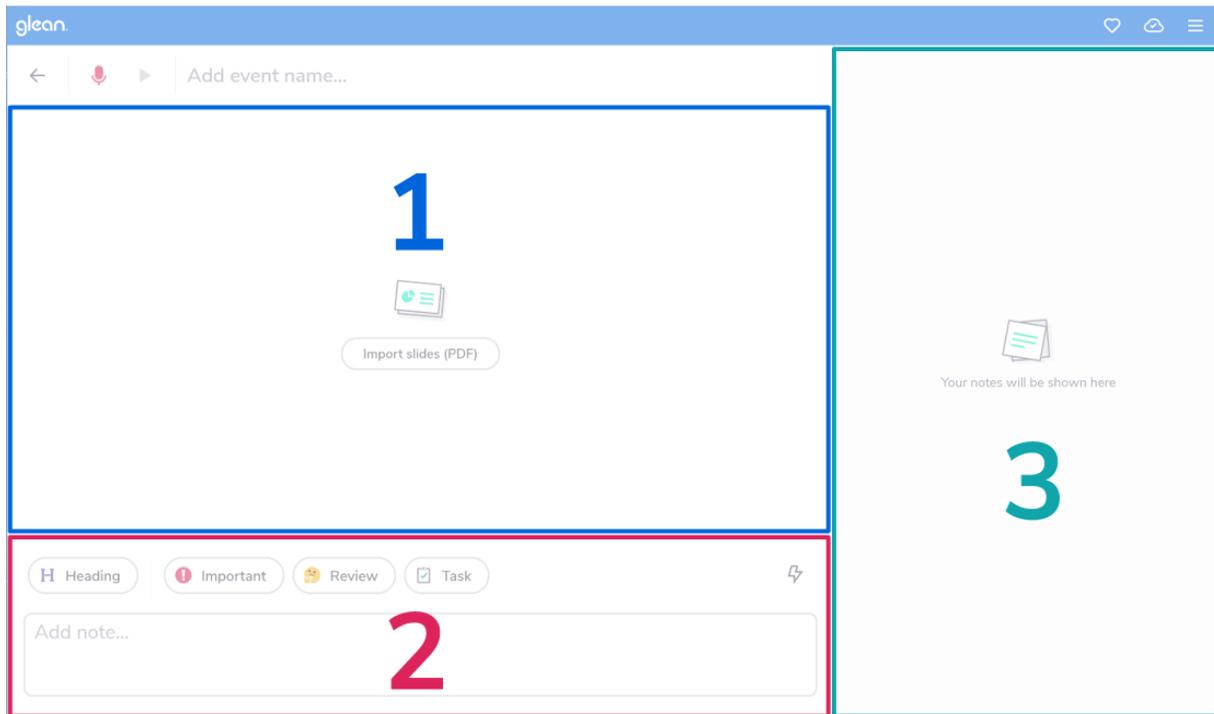
- **Home Button:** will take you to your glean home page (See Image Below).
 - + New Event: Glean considers this a new note-taking session.
 - You can organize your events into Collections for easier use and navigation (i.e., BIOL 450, PSY 450, EDU 450. Please note: that the student must create the Collection of events, Glean does NOT automatically make them. The section in the middle consists on the events (your notes) organized by date and time.
- **Collections Button:** Is used to categorize your notes into different subjects that best suit your needs.
- **Search Button:** Easily search through your "Events" by using key words.



To create a new Event (note taking session), you need to click on the button labeled as “New Event” (see image below).

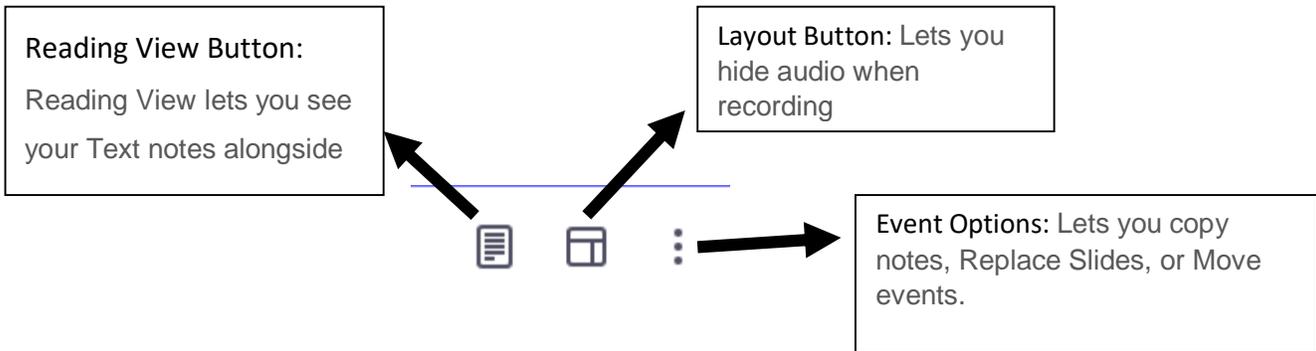
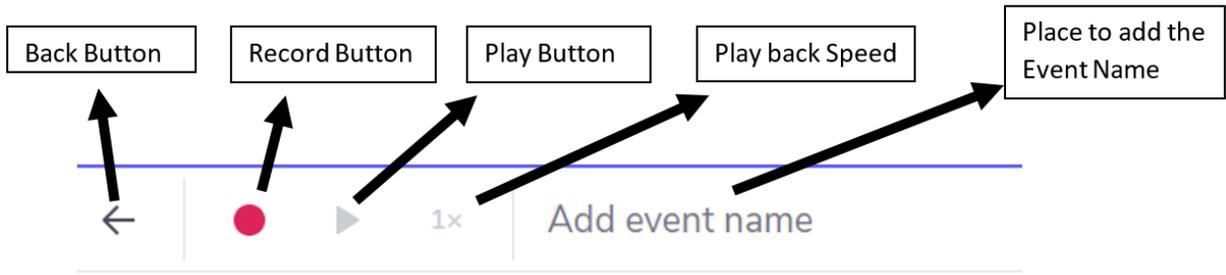


The button will take you to the Event page, where you will record the audio and take your notes. The Event page is divided into 3 workspaces.



- Workspace number 1 is the Event Stream.
 - This is where the recorded audio (and imported slides) will appear.
 - Note: you do not need to import slides.
- Workspace number 2 is the Input Controls.
 - This is where you use labels and/or input text into the recording.
- Workspace 3 is the Feed.
 - This is where your notes will appear.

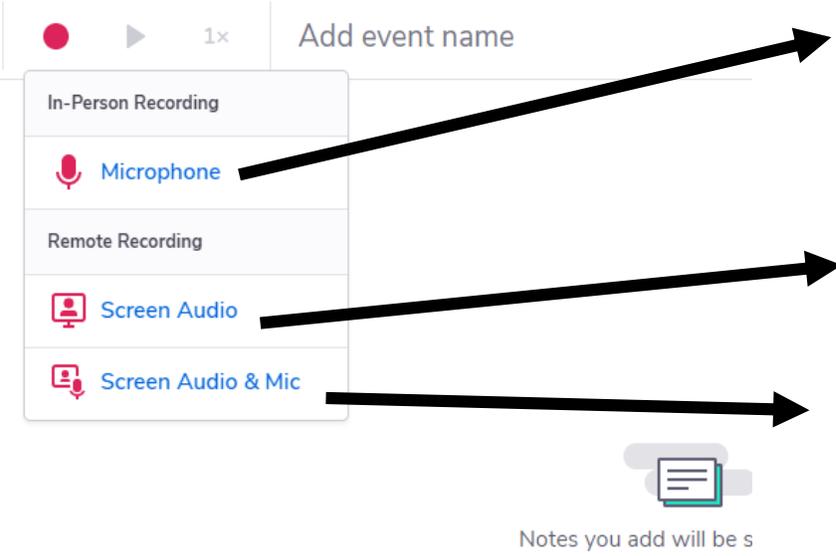
Glean’s Guide to buttons (at the top from left to right)



How to Start taking Notes with Glean:

To begin note taking, you would want to create the event sometime before class and (if applicable) import the slides into your event.

Once class has started, you will need to select the record button. When you press on the record button, it will ask you how do you want glean to record. Please see image below for Recording options.



The screenshot shows a recording options menu with three categories: In-Person Recording, Remote Recording, and Screen Audio & Mic. Three arrows point from the 'Microphone', 'Screen Audio', and 'Screen Audio & Mic' options to text boxes on the right.

In-Person Recording

- Microphone

Remote Recording

- Screen Audio

Screen Audio & Mic

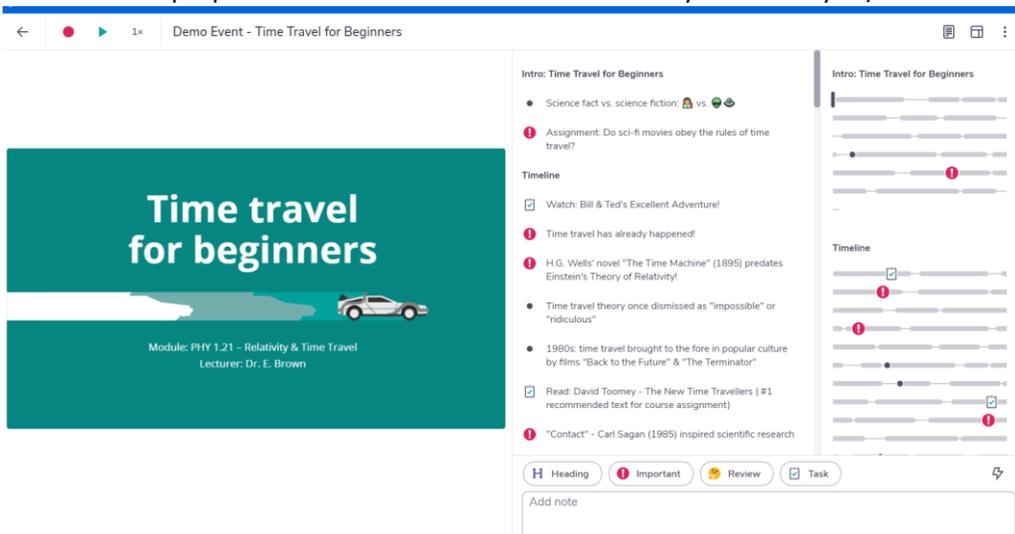
Notes you add will be s

Glean will record from your computer microphone. This is ideally used for in-person classes ONLY.

Glean will record audio from the internet. This is ideally used for online classes ONLY.

Glean will record audio BOTH from the internet AND computer microphone. This is used for both types of classes.

- **During class**, remember to add labels and/ or input text to identify important information in your notes. During class time, use labels and/or text to highlight key topics, give yourself reminders to go back to a section, etc. These are quick and easy reminders.
- **After class**, you should review the recording and fill out your notes on your own time. This is where you fill out your notes
- When finished your notes should look similar to the image below. (Note: The image below is for informational purposes. Please use Glean in whatever way works for you)



The screenshot shows a Glean interface with a slide on the left and a list of notes on the right. The slide is titled "Time travel for beginners" and includes the text "Module: PHY 1.21 – Relativity & Time Travel" and "Lecturer: Dr. E. Brown". The notes on the right are organized into a "Timeline" and include various items such as "Science fact vs. science fiction", "Assignment: Do sci-fi movies obey the rules of time travel?", "Watch: Bill & Ted's Excellent Adventure!", "Time travel has already happened!", "H.G. Wells' novel 'The Time Machine' (1895) predates Einstein's Theory of Relativity!", "Time travel theory once dismissed as 'impossible' or 'ridiculous'", "1980s: time travel brought to the fore in popular culture by films 'Back to the Future' & 'The Terminator'", "Read: David Toomey - The New Time Travellers (#1 recommended text for course assignment)", and "'Contact' - Carl Sagan (1985) inspired scientific research".

Using Glean flow chart:

Capture:

- Add presentation slides for context.
- Use Glean to record your class so that nothing is missed!
- Highlight/add markers to important information

Review:

- Return to your notes after class.
- Use the recording to fill out your notes. (You can use the highlighted information/markers to focus on the important parts of the lecture.)
- Plan your next steps

Use Your Notes to study:

- Regularly revisit to retain the information.
- Create helpful resources from your notes

