

Glean

Getting Started

Glean, the new note taking web-app from Sonocent, is designed to be so simple that students can learn how to use it in as little as five minutes. Glean is a web-based audio recording and note taking application for remote classes, self-paced video tutorials, or other audio-based learning events such as webinars or classroom events.

Video Tutorials: Watch [Glean – Audio Recording & Note Taking](#) video playlist.

System Requirements: To use Glean you will need a computer (Windows, Mac, or Chromebook) with a microphone, and the Chrome web browser installed. A mobile application is available for download from [Google Play Store](#) or [iPhone App Store](#)

Activating Account

To request an account for Glean send an email request to accesscenter@waubonsee.edu.

Check your email for a message from **Glean App** <hello@glean.co> with a subject line of "**You're invited: get the Glean note-taking app**" (if you do not see the message in your inbox then check your Junk Mail).

1. Open the email message and select **Sign Up**
2. Confirm that your **email** and **name** are correct
3. Type in a new password in **Now choose your password**
4. Check **I have read and agree to the Terms and Conditions and the Privacy Policy**
5. Select **Create Account**
6. Watch the [Getting Started](#) video and then select **Continue**

Tip: Be sure to make note of your password and add a bookmark to app.glean.co

Accessing Glean

From a web browser go to <https://app.glean.co> and enter your Glean username and password.

Installing Mobile Application

A mobile application is available for download from [Google Play Store](#) or [iPhone App Store](#)



Recording an Event

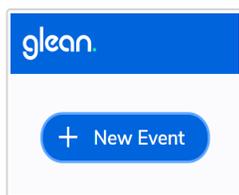
Glean is designed to enable you to record the audio from an event without causing you to become distracted while simultaneously taking detailed notes. This enables you to maintain your focus on the information being presented. After the event is complete, you can replay the audio and add context by inserting headings, labels, and more detailed text notes.

Video Tutorial: Watch the [Note Taking Basics](#) video (01:37) on recording your first event.

Recording an Event

Create an Event

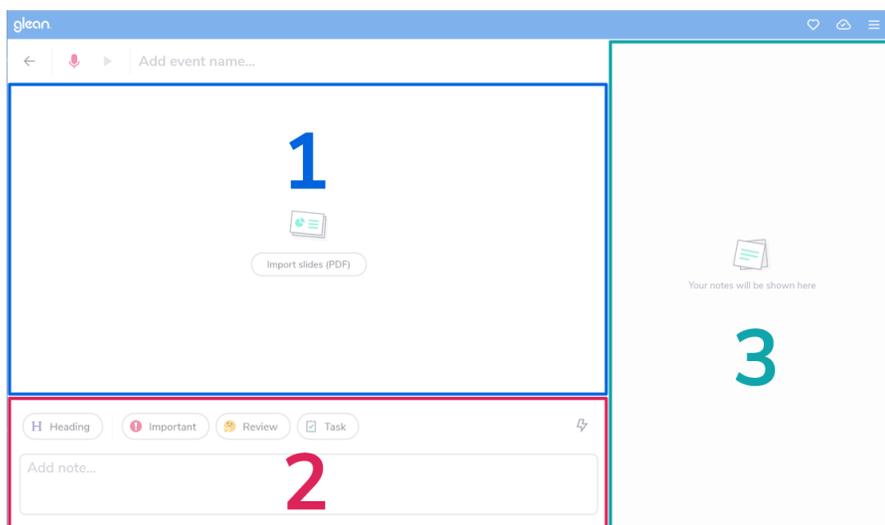
Click **New Event** to create an event workspace for your recording and notes.



Events

An **Event** is where you will record audio and make your notes.

The Event workspace has 3 key components:



- 1 – **Event Stream** - where recorded audio (and imported slides) will appear.
- 2 – **Input Controls** - where you select Labels and input text.
- 3 - **Feed** - where your notes will appear.

Recording Audio

To start capturing audio from your computer's microphone, click **Record**.

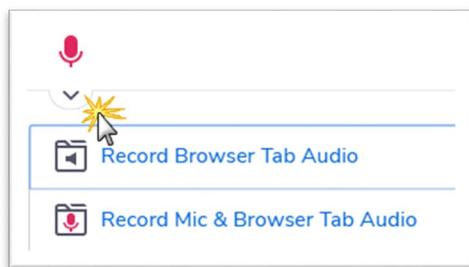


Tip: The first time you click Record, you will be asked to give Glean access to your microphone. This is required in order to record audio playing on your computer.

Recording Options

By default, Glean will record audio from your computer's microphone.

You can change your audio recording source by selecting the **Down Arrow** below **Record**.



Select **Record Browser Tab Audio** to record a listen-only event where you are not speaking.

Select **Record Mic & Browser Tab Audio** to record interactive events where you are speaking.

Video Tutorial: Watch the [Recording Online Classes](#) video (01:44) to learn about recording online classes, videos, and webinars and using split screen to view the event and Glean on the same monitor screen.

Splitting Screens

You can view multiple screens on the same monitor using one of the following methods:

Chrome Browser: Install the [Tab Scissors](#) extension then from the toolbar select **Split at active tab** 

Windows: press the **Windows Logo Key**  then the **Left, Right, Up, or Down Arrow**.

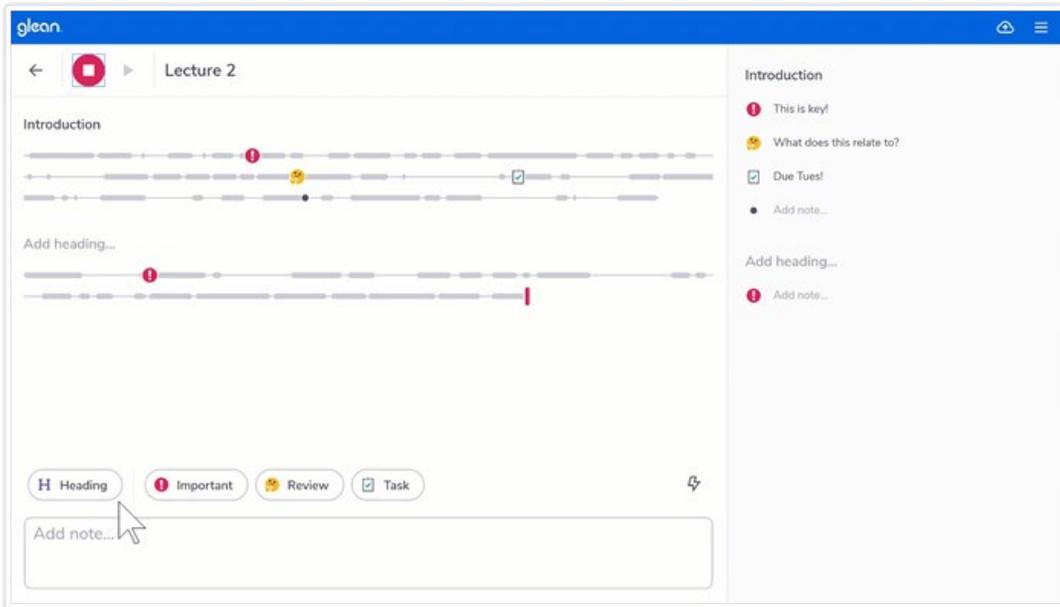
masOS: select and hold the **Full-screen** button  then drag to the left or right.

Chromebook: select and hold the **Maximize**  button then select the **Left or Right Arrow**.



Adding Notes & Labels

You can annotate your recording using **Quick Labels** and **text notes**. Add as much or as little text as you want in class - you can easily return to key points to review them at your own pace.

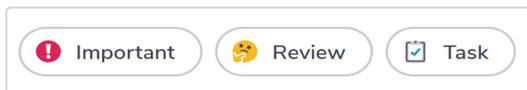


Add Headings



Use Headings to break up your recording - and Feed - into sections, for example when the lecturer changes topic.

Add Quick Labels



Use **Quick Labels** to pinpoint key information, without losing focus or needing to type. You can add a label by selecting and holding the label button or by selecting the label button and pressing the **Enter** key.

Add Text Notes



To add a text note, simply start typing (there is no need to click into the Input Box). To post your note to your Feed, hit **Enter** on your keyboard (or select the **Post** button).

Tip: Be sure to schedule time to practice before your first live event!

Resources

After you have used Glean for a while, you can learn more by reviewing these video tutorials and online user guides. If you have any questions, feedback, or need assistance send an email to accesscenter@waubonsee.edu.

Video Tutorials

These short hints and tips videos to recap the key features that enable students to get the most out of their lectures and tutorials by going to [Glean – Audio Recording & Note Taking](#) video playlist.

User Guides

For step by step procedures on using specific features within Glean refer to the online user guides by going to <https://help.glean.co/>

