# Glean Tips for Note Taking

Overview:

This document is a guide for you to utilize when you are using Glean. This document is especially important to keep in mind if you have ever struggled with note taking in class and even when your classes are online. The Disability Resource Center has tips and tricks to make note taking a breeze!

Tips for Note Taking:

Color and Display Options

- The user of Glean has two options as it relates to color and display.
- One of the options is related to color. In this option, the user can choose the color of the top bar on their Glean page. When the user wants to change it, the user will go to the top middle of the page where they will see a thing that looks like a rainbow. When they hover over the Rainbow, it will say "Fancy a theme change." When the user clicks this button, they will be able to change the top bar to whatever color they want by repeatedly clicking on it until they get to the chosen color.
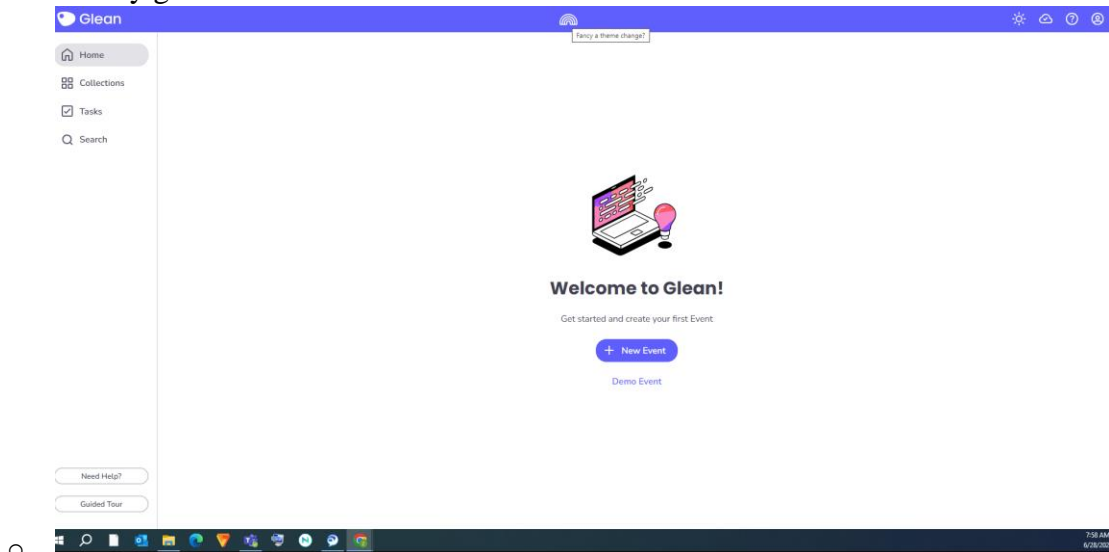

- The other option is related to the display of how the user views Glean. The two modes are light mode and dark mode depending on what the user finds most comfortable. The light mode will give the user a white background and the dark mode a black one. To switch between modes, the user will click on the icon that looks like the sun or the icon that looks like the moon. When the user hovers over the icon, it either will look like a sun or a moon and it will say "Toggle Dark Mode." To switch between these modes, the user will click the button until the desired mode is chosen.
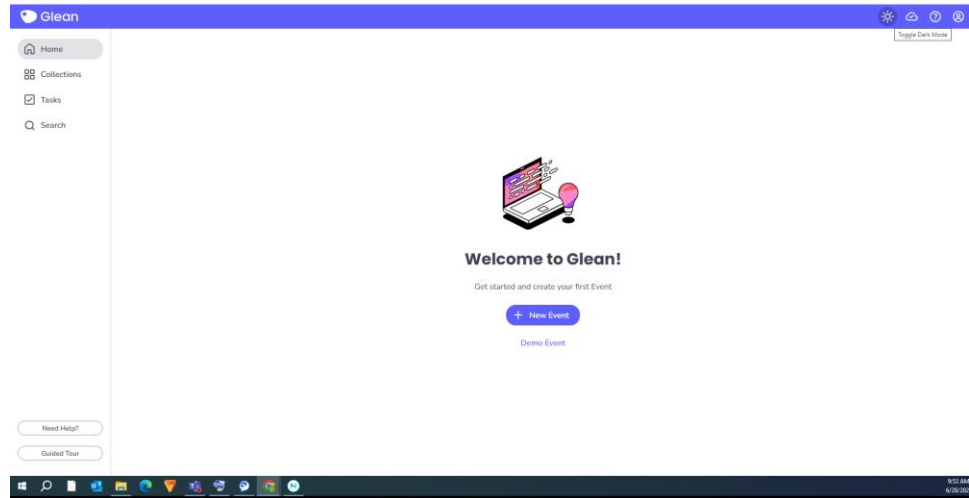
- Light Mode
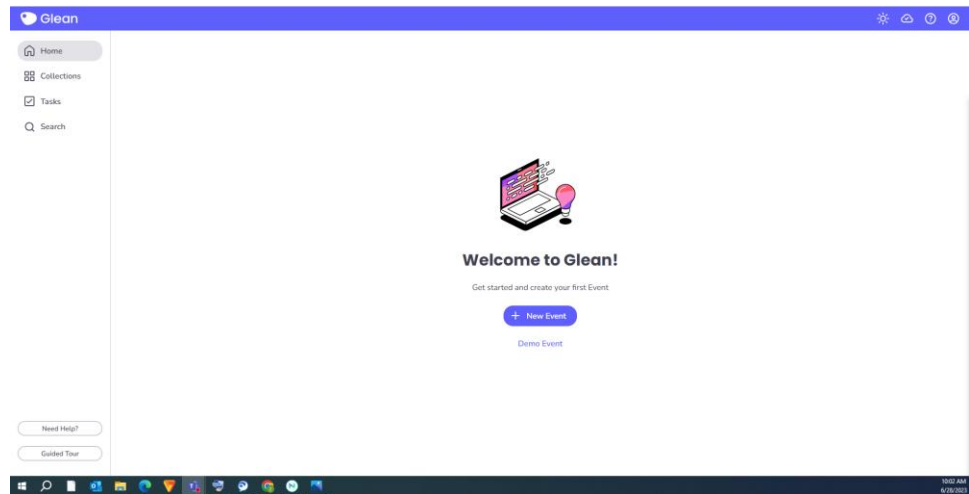
- Dark Mode
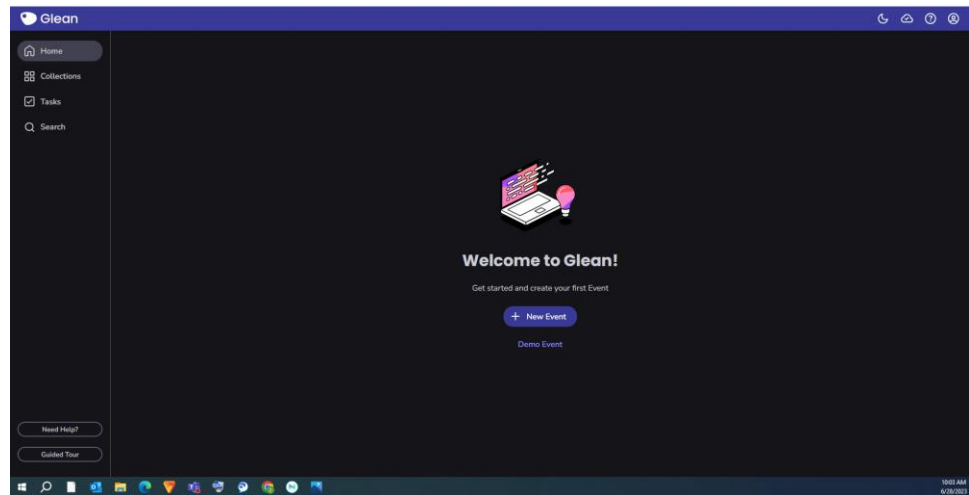
Organization of Notes

- Home Button/Page- Whenever the user uses Glean, they will log in and the home page will appear. The easiest way to create a new note is to create a "new event" on the homepage of Glean. By creating a new event, the user will be creating a note in their notebook per say. When the user is finished with taking a note, their note will show up here in separate events for every note.
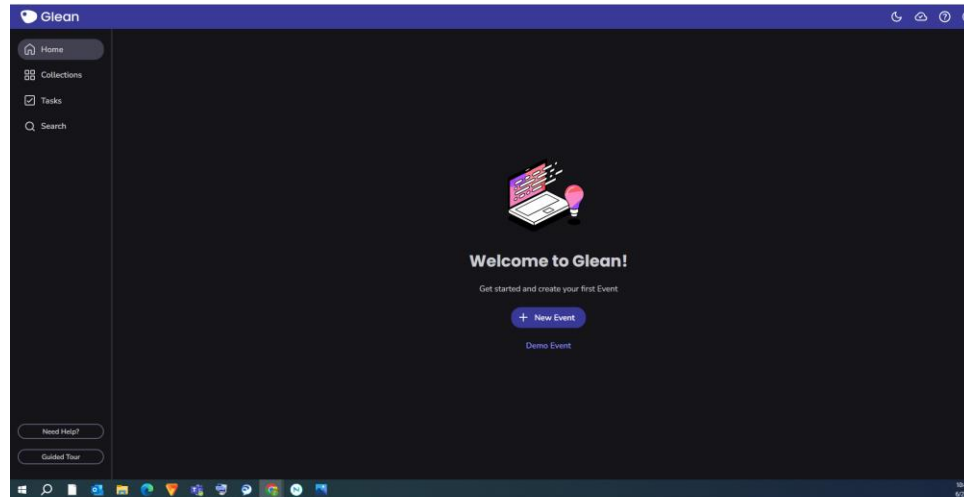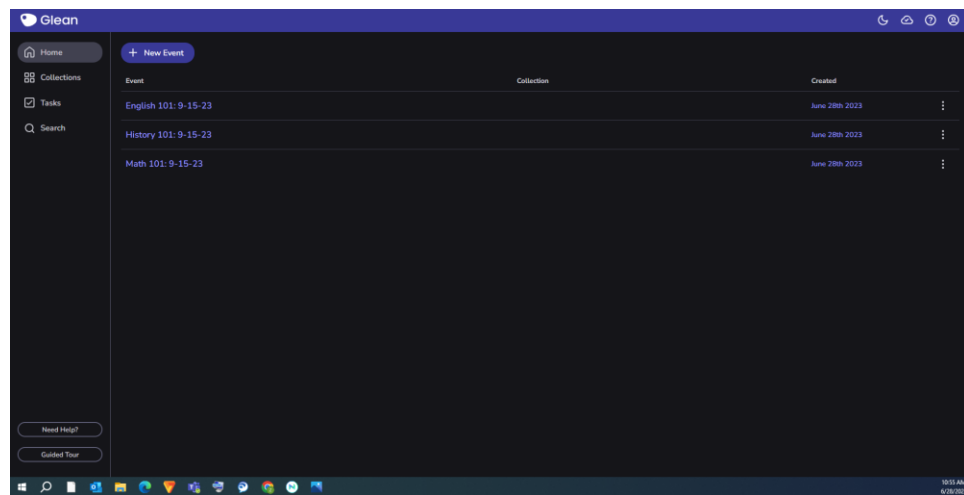

- Collections Button: When the user clicks the collections button, it brings them to a page with all the collections they have made throughout their time at UW-River Falls. The purpose of making these collections is to organize notes into classes and then the user will put each note in the appropriate collection. The user can click on the new collection button to make a new collection which is often thought of as a "class." This is done so that the user can add notes throughout the semester for one class in a centralized place.

o
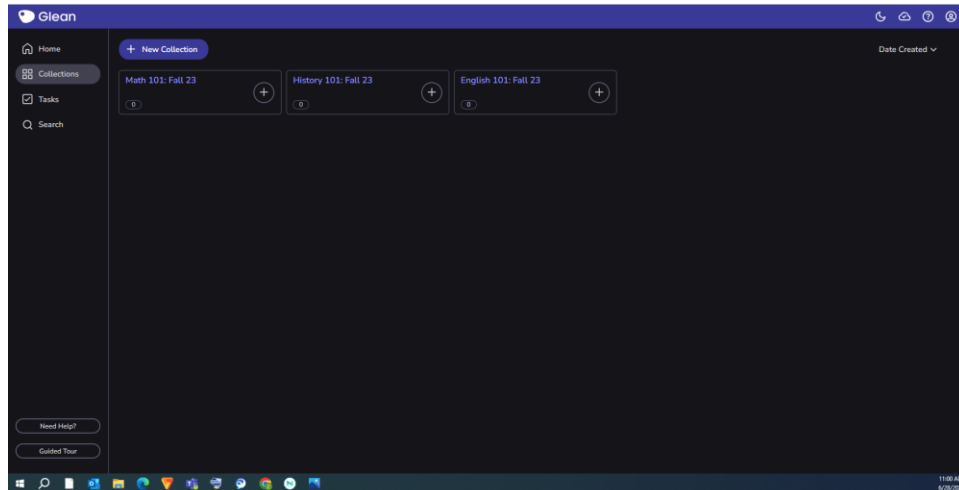
o The user can click on the class and see that all their notes are stored within the class.


o
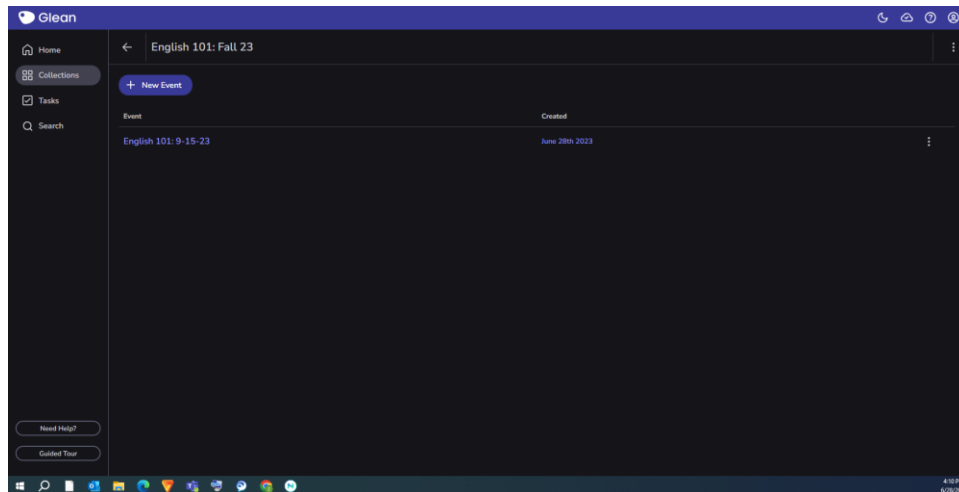
o To add a note in a collection or class, the user will go back to the home screen and click the three dots associated with the note and click "Add to Collection" to choose the class they want to put it in.

o
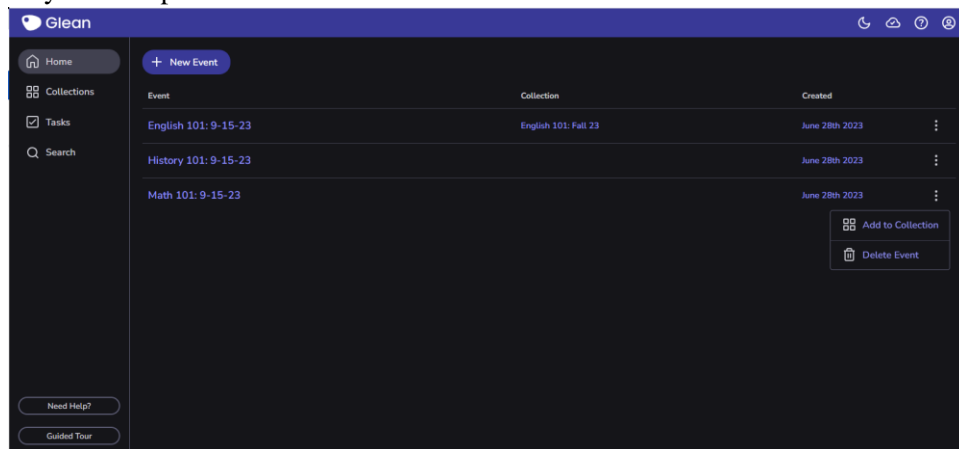
- Task Button- The user can make tasks in their notes and these tasks will show up here. Typically, users will use the tasks for upcoming due dates on assignments or upcoming tests that they should remember.
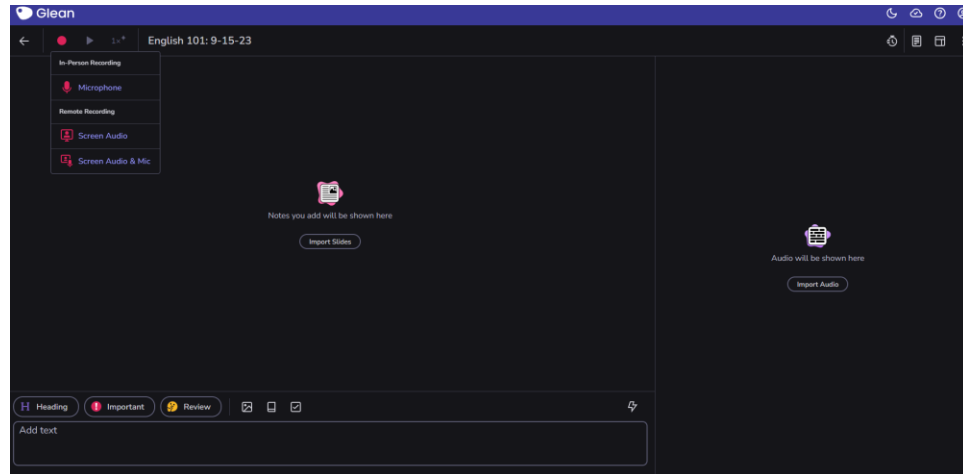
o
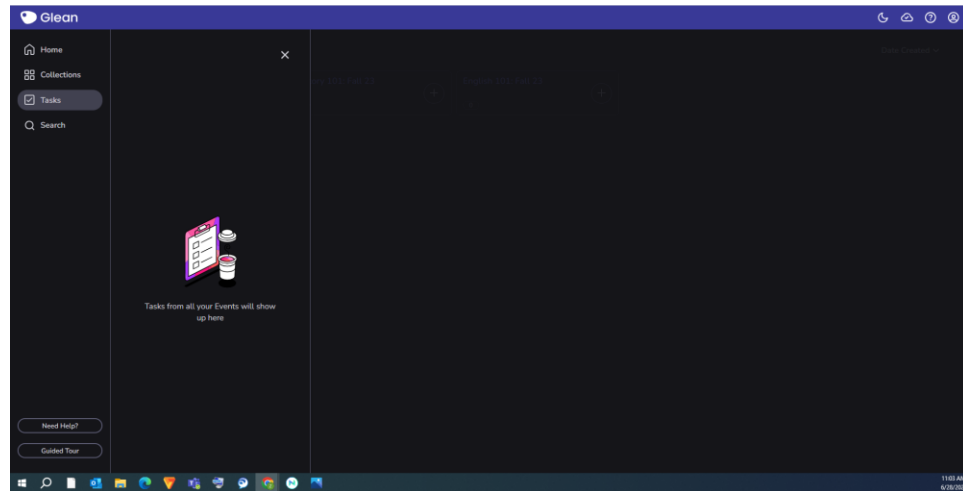
- Search Button- The user can use this to search through their notes to find a note easier.


o
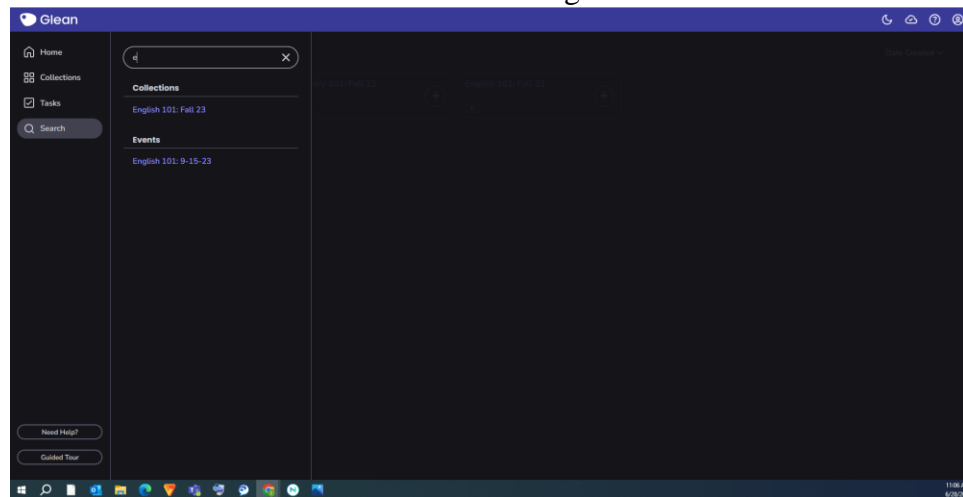
Recording Options

- In-Person Recording
  - Microphone
- Remote Recording
  - Screen Audio
  - Screen Audio & Mic
- When the user is ready to start recording their lecture, the user is going to click on the red circle button that reads" recording options" when they hover over the button.

- When the user is recording, the right-hand side of the page will show audio wave links as the user types their notes. Once the note is complete, the user can click the rectangular button inside of the blue dot. When the user hovers over it, it says "stop recording."
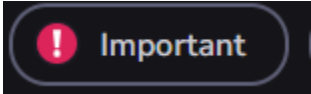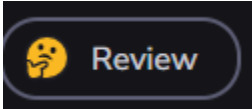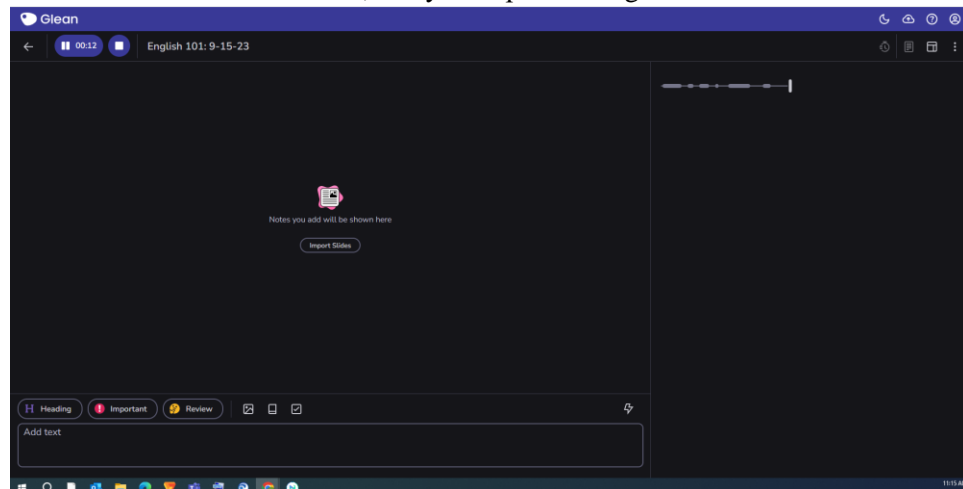

The Basics of Taking notes

- It is important to take notes while the user is recording because it will help them when they listen to the recording.
- When the user is listening to the recording, the user can jump around in the recording by clicking on the words of their notes. This can be helpful because the user does not have to listen to the whole class if they do not want to. This is helpful when the professor is going too fast to keep up with the notes. It allows the user to do as little or as much to make them remember to go back to that place in the notes.
- To add notes, the user will just type in the box that says, "Add Text." The user will type what they want to be associated with that audio and then they will push the enter key on the keyboard. After they do this, then the notes will appear in the section above.
- What is the purpose of using the heading button?
  - The user will use the heading button to separate their notes into sections.
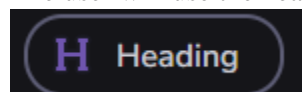

- What is the purpose of using the important button?

- o The user will use the important button for something that is important.

  - o
- What is the purpose of using the review button?
  - o The user will use the review button for something that they may have a question about.

    - o
- How to post tasks and where do they show up?
  - o The user can make tasks in their notes, and their tasks will show up in the task tab of the main page (that was previously discussed). Typically, users will use the tasks for upcoming due dates on the assignments or upcoming tests that they should remember.

    - o
- This is what the user's notes could look like.

  - o
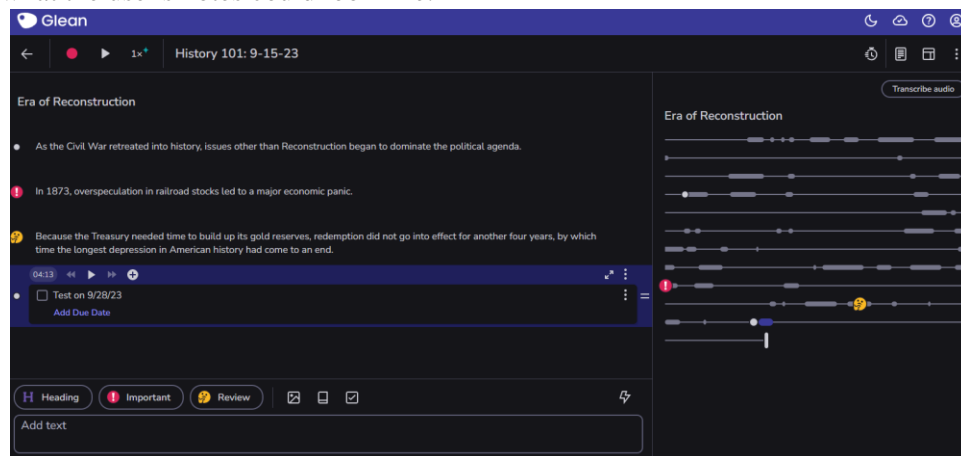
Post a Definition

- The user can also post definitions to their notes. This can be helpful when a class is heavily focused on definitions. Please be aware of this feature because it is getting the definitions off Wikipedia and so they may not be accurate.
- To do this, the user will click the button that looks like a book, and it says, "post definition (Alt + W)" when they hover over it.

  - o
- When the user clicks the book, it will bring up the option to type the word that they are looking for the definition of.
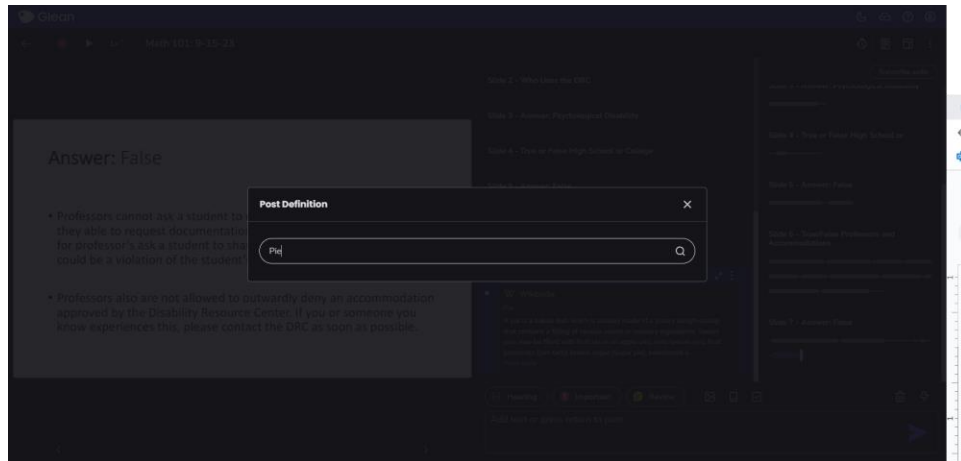
- After the user does this, it will post the definition in their notes.
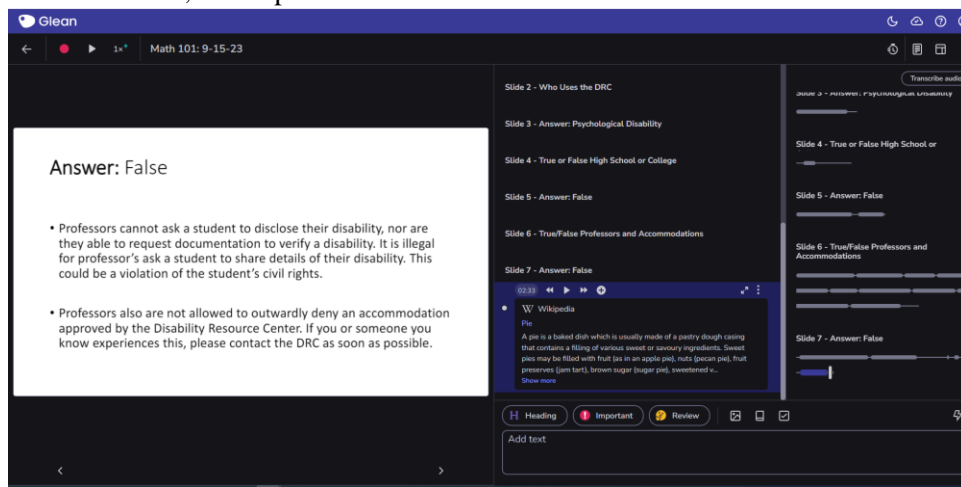
Import Slides, Pictures, and Audio

- The user will have the option to import slides, pictures, and audio. The user may want to do this to keep everything in the same place. This may make it easier when they are studying.
- To import a slide deck, the user will have to start a new note and click on the button that says, "Import Slides."
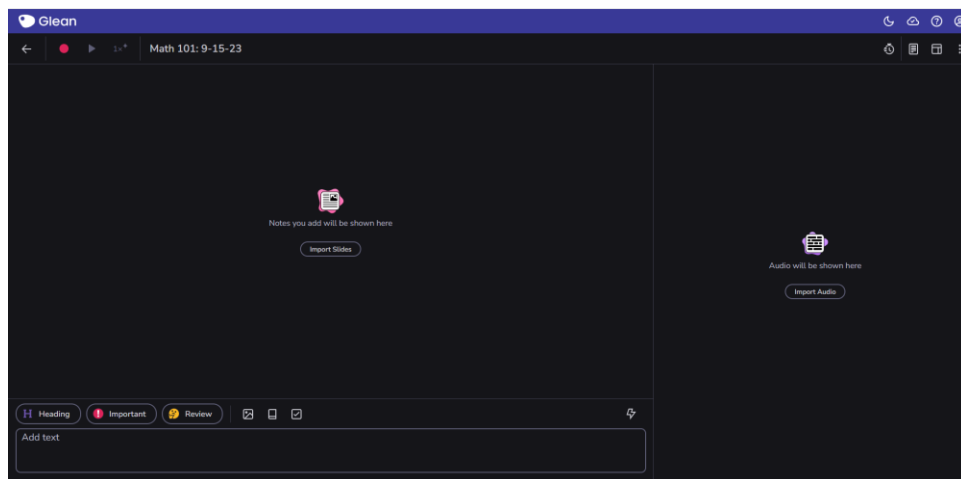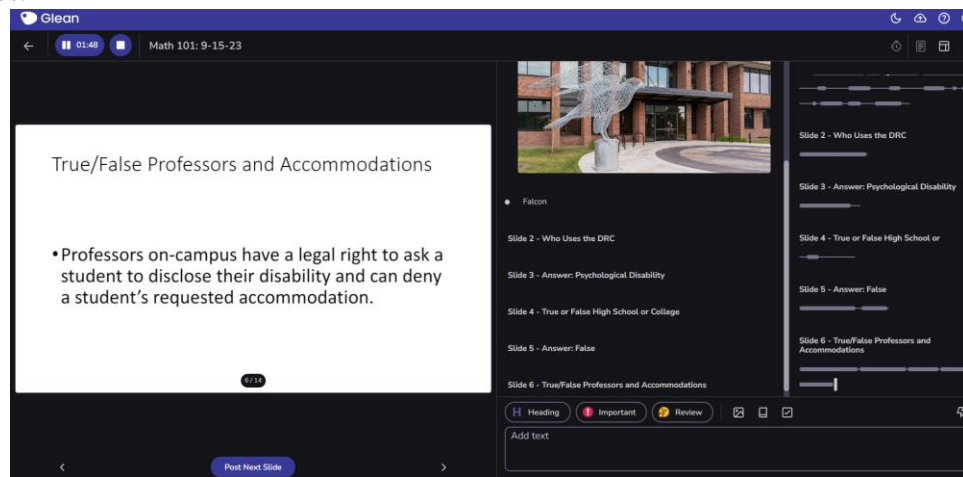

- After the user imports the slides, their screen will look like this.
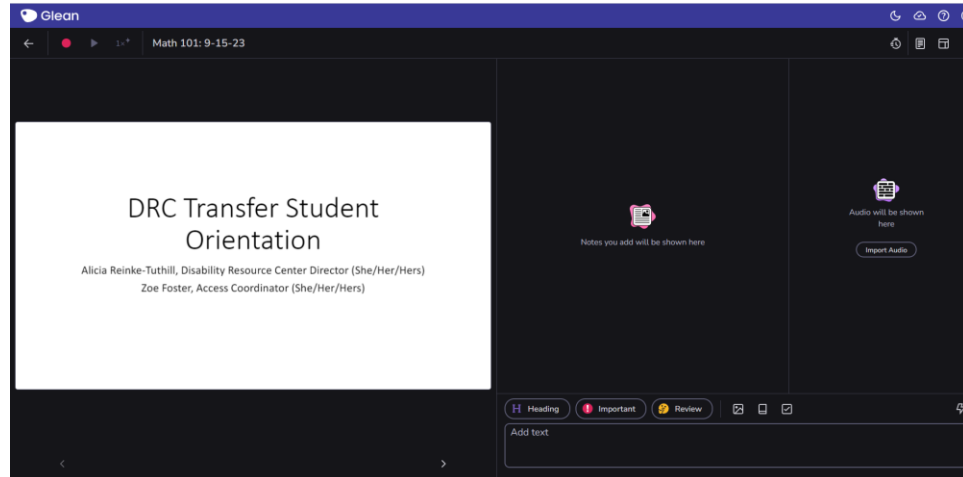
- It is important to realize that when the user is using these features, there is an option to click a button that says "post." If the user does, it will change the slide accordingly when they play back the notes.


- A user may want to post an image when they are taking notes. This may be helpful when taking a science class that has diagrams. For a user to do this, they would click on the button that looks like a picture and says "Post image (Alt + I)" when they hover over it.
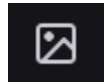
- When the user does this, their notes will look like this.
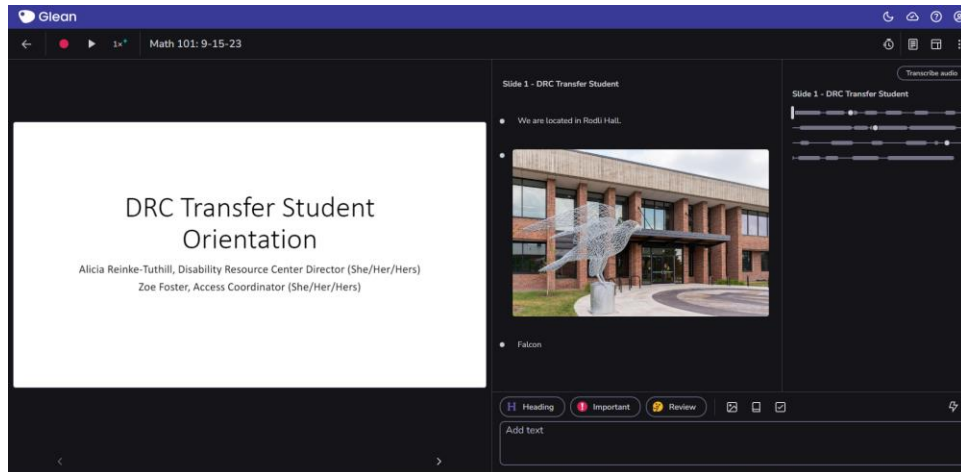
- If a user wants to import audio, they will click the three dots in the corner of the page and click on "Import Audio."
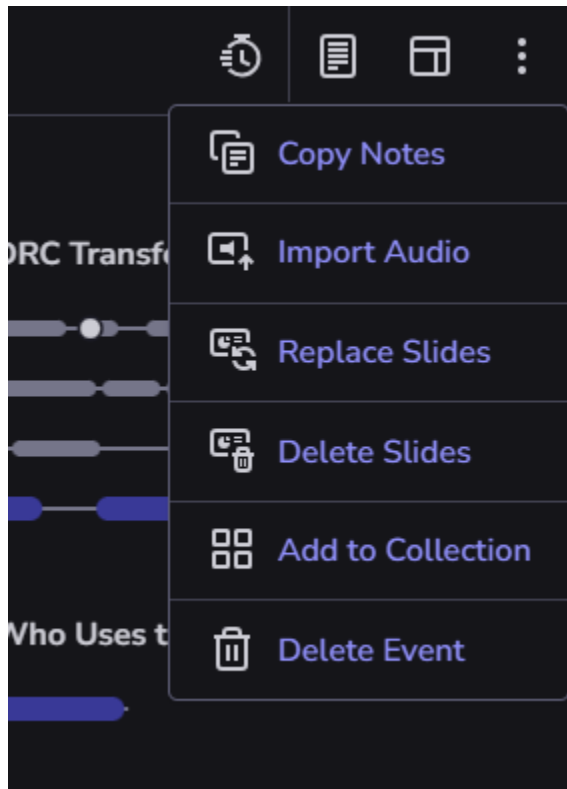
Lightning Mode

- Lightning mode will allow the user to use the heading, important, review, definition, task, and picture buttons without typing anything when they are recording. To do it the user will hit the button that looks like a lightning bolt and when they hover over it, it says "Lightning Mode."
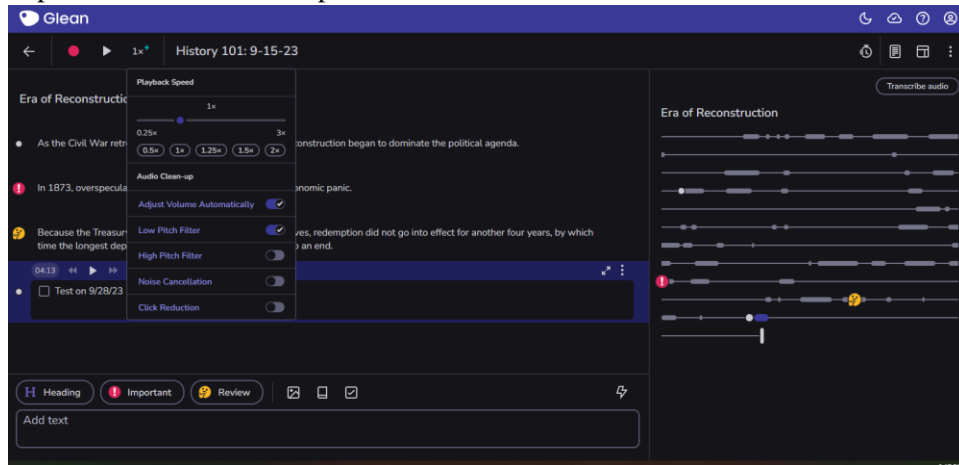

- The bottom of the screen will now look like this. The numbers correspond to the user's keyboard.

o
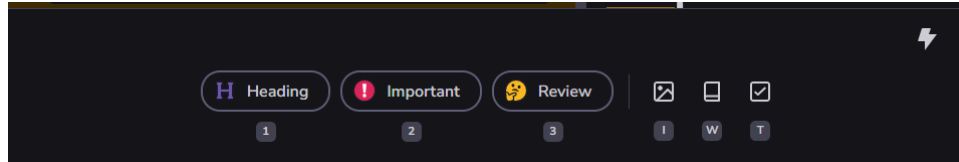
Playback Speed

- All playback speed options are available to users when reviewing their notes. The user will click on the button the looks like "1x*" and when you hover over it, it says "Audio options. Current playback speed: 1x3 audio clean-up filters enabled"

o

- 0.25-3 times
  - o The user can slow down or speed up the audio when reviewing their notes.
- Adjust Volume Automatically
  - o The user will have the option to make the volume sound more equal when reviewing their notes.
- Low Pitch Filter
  - o The user can make the professor have a lower pitch voice, as some may find it easier to hear.
- High Pitch Filter
  - o The user can make the professor have a higher pitch voice, as some may find it easier to hear.
- Noise Cancellation
  - o The user will have the option to quiet background noise.
- Click Reduction
 - o The user will have the option to quiet mouse clicking and typing sounds.

Audio Transcription Feature

- The user will have the option to transcribe audio when reviewing their notes. To do this, the user will click on the Transcribe Audio button and when you hover over it, it says "Convert audio to text."
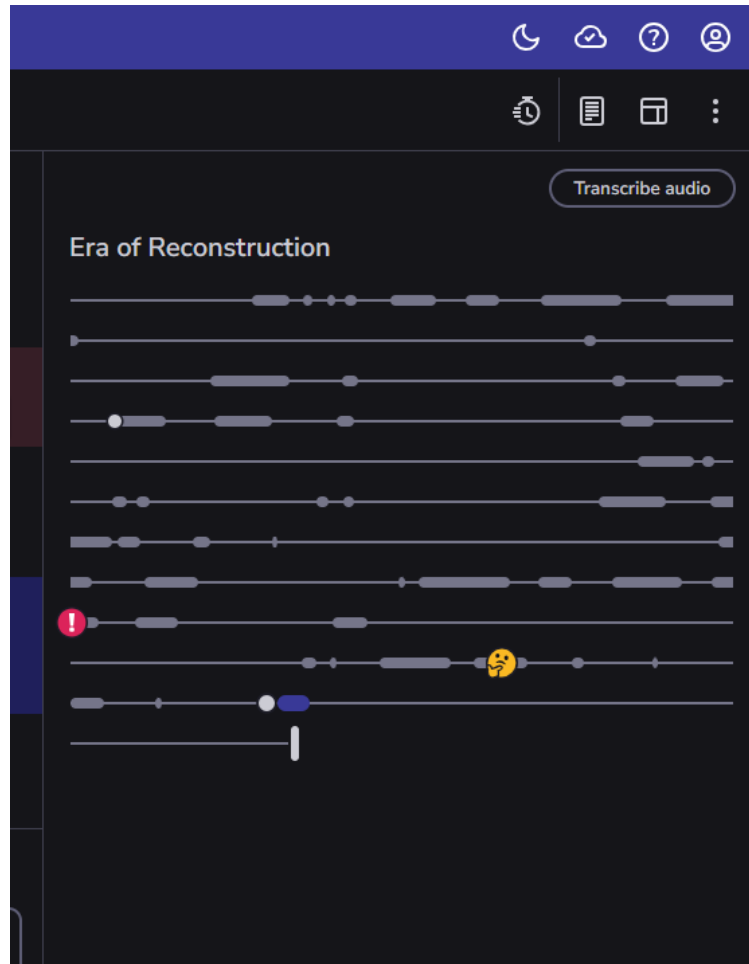
Focus Timer

- The user will have the option to use something called a focus timer. For users, this option is available to users when they are reviewing their notes. The option will allow users to either pick from a 10- or 15- or 30-minute timer. When the user does this, the hope is to allow the student to have focused minutes where they are just studying instead of studying and doing something else.
- To enable the option while the user is studying, the user will click on the icon that looks like a timer and when they hover over it, it says "Focus time." From there, the user can click their time and start the timer. When they click the start timer button, it will begin counting down the time.

-

-
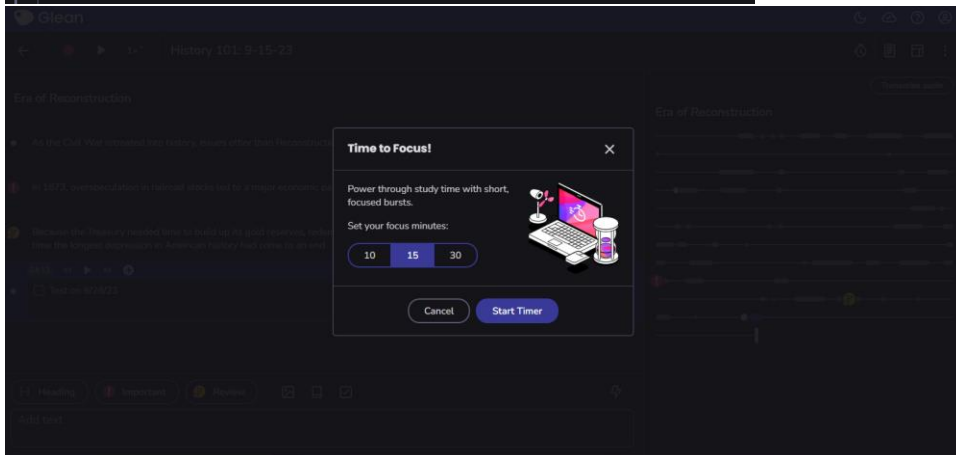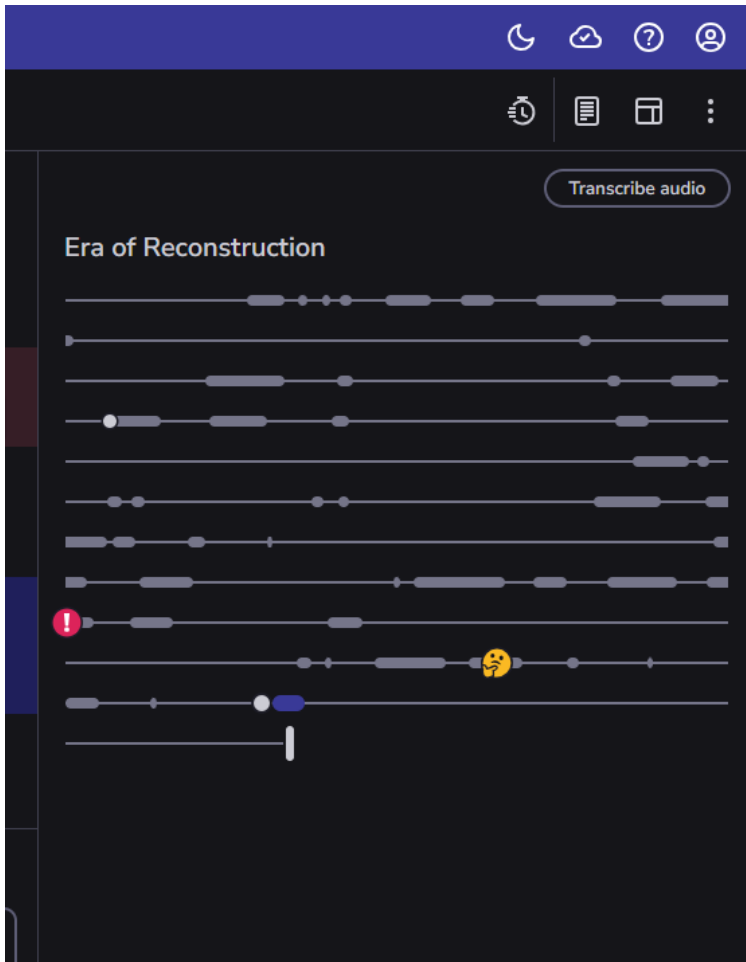
Reading View

- If the user just wants to review their notes and PowerPoint, the user can click on the button that looks like notes and when they hover over it, it says "Reading View."
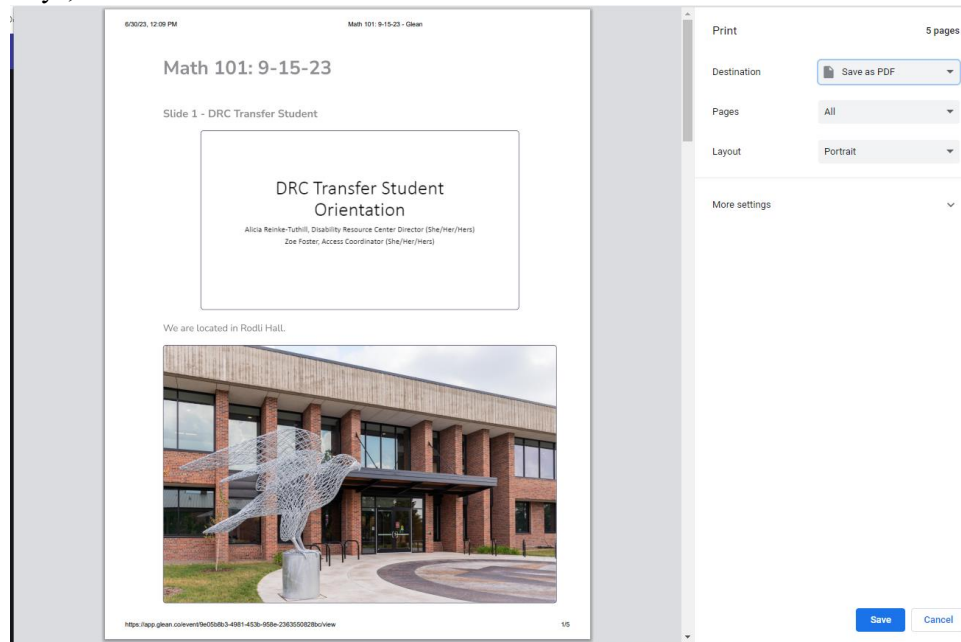
  -
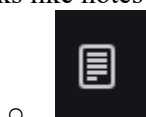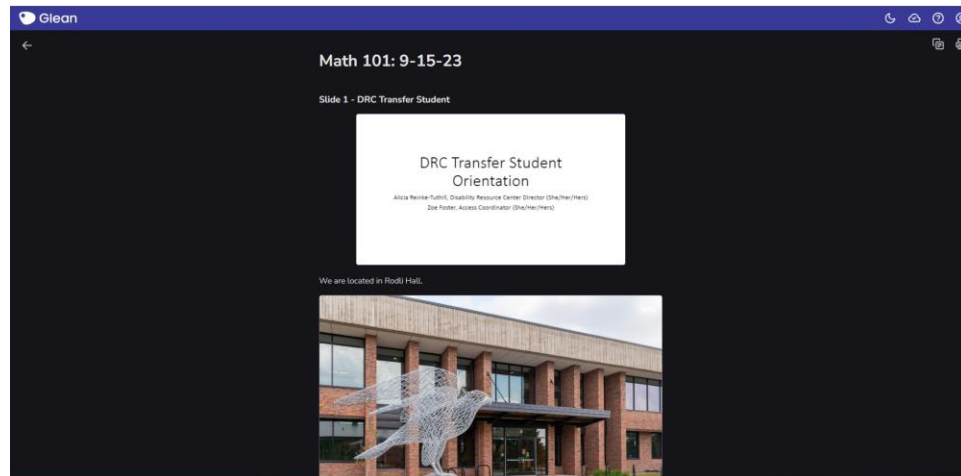
- ○
- From here, the user can print their notes or save them as a PDF. To do this the user will hit the print button in the top left corner and it says "Print all notes" when the user hovers over it.

- ○
- To save the notes as a PDF, the user will click on the destination field drop down menu and click where it says, "Save as a PDF."

- ○

Glean Mobile App

- Glean is available on your Android and iOS devices. You can download the 'Glean Notes' app from the Google Play store or Apple's app store.

Need more guidance?

Please note, if you need more guidance, do not hesitate to make an appointment with us as we can walk you through it. To schedule an appointment, please follow through the process listed below or call our office at **715-425-0740.**

Schedule an Appointment
1. Login to **DRC Connect** using the student Falcon ID (w3xxxxxx) and password
2. Choose **Request for Appointment**, left column, and click the designated button
3. Select **Type of Appointment:** Technology Training
4. Specify if you prefer to meet **In-Person or Virtually**
5. Select three available time slots. Appointments typically range from 45 minutes to 1 hour. The time slots you choose give the office a general range when you are available.
6. Click the **Submit Request** button.
7. This process will notify the DRC Office of your request for an appointment.

<u>Happy note taking!!</u>