Get your students ready for Genio Notes

Plain text emails

Email template: Introducing students to Genio Notes

Subject: Introducing Genio Notes! 💪

Hi [Student Name],

Taking notes has so many benefits for learning, and this is why we want to introduce you to Genio! 🙌

Genio improves grades, boosts confidence and reduces stress so that you can graduate successfully.

We would love to show you how Genio works and show you the benefits of using it in class. Here's a quick overview of how Genio can help you:

- Record and transcribe your lecture notes

- Add images, slides and many more features to your notes helping you stay organised and ready for class

- Test yourself with our inbuilt Quiz feature, and summarize notes easier than ever before

To enhance your knowledge even further, feel free to join one of our Live Tutorial sessions where Genio will demonstrate how to use the tool, and there will be time to ask any questions you may have:

Register for a Live Tutorial

If you have any questions, feel free to contact the [DSS Team name] at [DSS email address].

Many thanks,
The [University Name] Team

Email template: Student Genio Notes email reminder 1

Subject: Getting Started with Genio Notes 🧠

Hi [Student Name]

By now you should have received your Genio invitation. Have you managed to get signed up and logged in successfully?

If not, it only takes 1 minute to get set up, so accept your invite today! Be sure to check your emails for this invitation to come through.

Here's how to get started:
1. Visit [https://app.genio.co/sso-sign-up].
    a. On your phone or iPad? Download the app first from the apple store or play store.
2. Enter your institution's student email.
3. Explore the app! - we recommend practising on Netflix or Youtube

Genio offers training support to ensure you are confident and comfortable when using the note-taking tool. So, please check their Live Tutorials registry page and sign up for a live training webinar to get a head start on unlocking your learning potential 😎

If you have any questions, feel free to contact the [DSS Team name] at [DSS email address].

Enjoy!
The [University Name] Team

Email template: Student Genio Notes email reminder 2

Subject: How's Genio Notes Going?👀

Hi <mark>[Student Name]</mark>,

If you've not gotten started yet, now's a good time to reach out to us. We can talk you through Genio and explain how smart note-taking will help your learning this semester 🚀

No - I've not accepted my invitation yet

No worries! Please reach out to us and arrange a time to discuss Genio note-taking.

Yes - I've accepted my invite

Great! Need a refresher? Take a look at Genio demo event to see a full set of Genio notes in action

Here's how to get started:
1. Visit [https://app.genio.co/sso-sign-up].
    a. On your phone or ipad? Download the app first from the apple store or play store.
2. Enter your institution's student email.
3. Explore the app! - we recommend practising on Netflix or Youtube

If you have any questions, feel free to contact the <mark>[DSS Team name]</mark> at <mark>[DSS email address]</mark>.

Enjoy!
<mark>The [University Name] Team</mark>

Email template: Note-Taking Masterclass Course

Subject: 📝 Stop Stressing Over Notes! Free Note-Taking Course Available Now

Hi <mark>[Student Name]</mark>,

- Do you ever feel lost in a lecture?
- Struggle to know what to highlight as important?
- Spend hours rewriting notes only to forget the material later?

If so, you're not alone! Effective note-taking is a skill that can be learned, and it's one of the most important factors for academic success.

Why This Course is Important

Genio Notes now offers a Note-taking Masterclass!
This course will teach you proven strategies that go beyond simply copying words from the board. You will learn how to:

- Improve Retention: Techniques like the Cornell Method or mind-mapping to help you remember what you write.
- Study Smarter: Organize your notes for quick, efficient review before exams.
- Focus in Class: Strategies for active listening and identifying key concepts in real-time.

How to Access the Course

1. Access the [Note-Taking Masterclass here](#)
2. Sign in with your Genio Notes credentials
3. Select 'Note-taking' course and begin!

The course is self-paced, so you can complete it whenever fits your schedule! Take the first step toward becoming a more confident and effective learner!
Best regards,
<mark>[DSS Team name]</mark> at <mark>[DSS email address]</mark>.

Email template: Live Captions reminder email

Subject: 📢Quick Tip: Don't forget about Live Captions on Genio Notes!

Hi <mark>[Student Name]</mark>,

Just a friendly reminder that your notetaking platform, Genio Notes, offers live captioning for your lectures and classes.

This feature is available to help you follow along in real-time and enhance your focus during sessions.

How to turn on live captions:

1. Open Genio Notes on the app or webpage
2. Start a 'New Event'
3. Begin audio recording via the red button on the top left hand side of your screen
4. Look for the 'CC' button
5. Click to activate the captions.

For guidance, [this video](#) demonstrates how to use the live captions feature with Genio Notes. We encourage you to use this feature whenever you need it!

Best regards,

<mark>[DSS Team name]</mark> at <mark>[DSS email address]</mark>.

Email template: Slide Annotations reminder email

Subject: ✏️ New Study Hack: Use Slide Annotations in Genio Notes!

Hi <mark>[Student Name]</mark>,

We want to make sure you're getting the most out of your notetaking platform, with the Slide Annotations feature on Genio Notes. This allows you to draw, highlight, or write directly onto the slides presented during your live class or while reviewing the material afterward.

How to Use the Annotation Feature:

1. Log in to your Genio Notes account.
2. Start a 'New Event'
3. Import slides
4. Look for the Annotation Toolbar. This is located beneath your slide ones imported

5. Select a Tool: Choose from options like Text Box, Underline, Pen, Highlighter, Pen, Shape tool or Eraser.

Why Slide Annotations Are a Game-Changer
- Active Learning: Turning a passive viewing experience into an active learning one helps cement concepts in your memory.
- Contextualize Notes: Instantly connecting your typed notes to a specific visual point on the slide makes studying more efficient later.
- Highlight Key Visuals: Circle diagrams, underline important definitions, or draw arrows to show relationships directly on the image presented by the instructor.

Your annotations will be automatically saved alongside the corresponding slide and your other notes, making them available for review anytime.

We encourage you to try out this feature in your next class!

Best regards,

<mark>[DSS Team name]</mark> at <mark>[DSS email address].</mark>

Email template: Student check-in email

Subject: Further support for your Genio journey 📈

Hi <mark>[Student Name],</mark>

How are you finding Genio? Do you now feel confident using it in your classes?

Here's a reminder of the resources to support you:

[Genio Skills Portal](): webpage breaking down all Genio's features into 30 second videos

[Live Tutorial Registration Page](): sign up to a live webinar that trains you on Genio and all it's features

[Student Resources page:]() free materials including a study planner, budget planners, self care trackers and much more.

For any technical issues please reach out to Genio at: support@genio.co

If you have any questions, feel free to contact the [DSS name] at [DSS email address].

Enjoy!

<mark>[DSS Team name]</mark> at <mark>[DSS email address].</mark>

Email template: Reminder of Genio features to support revision

Subject: Genio Notes tools for exam success 🏆

Hi <mark>[Student Name]</mark>,

As you prepare for your exams just a friendly reminder of the tools available in Genio to help you with your exam revision!

QuizMe: this tool generates multiple choice questions from your recorded content in class. Just getting stuck into your notes and not sure what to revise? This will show you where your strengths are and where you need to improve

AI outlines: this tool creates an automatic outline of an event based on transcript. Spending less time searching for information.

Focus timer: set this timer when you begin your revision to help you focus on your studies.

For further information on how to use QuizMe, AI outlines and Focus timer, there are 30 second videos on the [Skills Portal](#).

For any technical issues please reach out to Genio at: support@genio.co

If you have any questions, feel free to contact the [DSS name] at [DSS email address].

Happy studying!

<mark>[DSS Team name]</mark> at <mark>[DSS email address].</mark>