



Get your students ready for Glean

Plain text emails

Email 1: Introducing Glean! 💪

Hi [student first name],

Taking notes has so many benefits for learning, and this is why we want to introduce you to **Glean**.

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

We would love to show you how Glean works and show you the benefits of using it in class. Here's a quick overview of how Glean 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 Glean will demonstrate how to use Glean, 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].

Best, The [University Name] Team

Email 2: Getting Started with Glean 🧠

Hi [student name]

By now you should have received your Glean 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.glean.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

Glean 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 name] at [DSS email address].

Enjoy!, The [University Name] Team

Email 3: How's Glean Going? 👁️👁️

Hi [student name]

If you've not gotten started yet, now's a good time to reach out to us. We can talk you through Glean 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 Glean note-taking.

Yes - I've accepted my invite

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

Here's how to get started:

1. Visit [<https://app.glean.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 [DSS name] at [DSS email address].

Enjoy!, The [University Name] Team

Email 4: Further support for your Glean journey

Hi [student name],

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

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

[Glean Skills Portal](#): webpage breaking down all Glean features into 30 second videos

[Live Tutorial Registration Page](#): sign up to a live webinar that trains you on Glean 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 Glean at: support@glean.co

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

Enjoy!, The [University Name] Team

Email 5: Glean tools for exam success 🏆

Hi [student name],

As you prepare for your exams just a friendly reminder of the tools available in Glean 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 Glean at: support@glean.co

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

Happy studying! The [University Name] Team