Glean

Student Launch Day

Why run a launch day?

Arranging a Glean Launch day is a great way to get your students up and running with Glean. They allow you to train students in one session and have been an effective way for many institutions to see success with Glean!

How do I get students to attend?

▶ Choose a suitable time that works for most students to ensure maximum attendance.

▶ Include some food and drink at the session - some customers have ordered in pizzas to entice students to attend.

▶ Use posters to advertise the session. Why not even try some of **our posters?**

▶ Email students in advance and let them know why they should attend and drop them a reminder the day before the event.

What's the best way to run a Glean Launch Day?

Here's what we recommend and what has worked for other institutions, but this is your chance to get creative and find what works for you and your students. This is how we would structure a session:

▶ Intro to Glean and the benefits using the **Glean Slide Deck. (10 minutes)**

▶ Demo of Glean as shown in the **Demo Video.** Make sure to start with the simple steps to begin with and add more detail once you feel the whole class is comfortable.
(15 minutes)

▶ Encourage students to ask questions. If there's anything you can't answer directly we can help either by visiting the **Glean Help Centre** or emailing **help@glean.co**
(10 minutes)

▶ Now let your students use Glean and set up a mock recording. You may want to play a video or speak to the class allowing the students to record and get used to using Glean.
(10 minutes)

▶ Total - **45 minutes**

The day after the session email those who attended, sharing some great Glean resources like the **Skills Portal** and provide them the opportunity to ask further questions.

That's it! Good luck. Please let us know how you got on, we would love to hear your feedback via **customersuccess@glean.co**

Resources Hub for Your Launch Day

Skills Portal - A webpage filled with bite size videos of various Glean features (great to share after the day!)

Video demo - Pre-recorded by a member of the Glean team.

Slide deck to support your day

Glean Overview Student Booklet - A printable booklet that we recommend giving to your students which explains all things Glean.