# Glean for New Users webinar transcript

**Webinar recorded 18 February 2022.**

**Transcript automatically generated by Panopto.**

Glean for new users. Presented by Jim Sprialis, AT Consultant hosted by Sally Leggo and Natalie McLaughlin, AT Specialists WSU.

Welcome everybody to the Glean for new uses webinar, as you probably already know, Natalie and I are your assistive technology specialists,

otherwise known as AT specialists here at Western Sydney University, and I am Sally, and I'm Natalie,

and I may have met most of you before, but welcome to all and yours is today.

And joining us today to go through the new note taking tool glean we have wonderful Jim Sprialis with us.

Jim is our fantastic leading influencer in promoting the use of inclusive technologies for education.

And he's here today representing the software vendor Glean, formerly known as Sonocent.

So thanks for joining us again today, Jim. Thank you.

Thanks for inviting me. Right now, before we hand over to Jim, there are a few things that we need to cover.

So firstly, we would like to acknowledge the traditional owners, custodians and elders past,

present and emerging and warmly welcome any First Nations people with us in the session today.

Jim is presenting from Ghana country which is in South Australia, and Natalie and I are presenting from Dharug Land in Greater Western Sydney.

In terms of housekeeping, today's webinar is being recorded and will be made available for students and staff through our website.

Asked in the session during the webinar.

You cannot be seen or heard by other participants, so don't worry, you won't actually be included in the recording.

If you would like to, you can access live captioning through the live transcript or CC button in the Zoom toolbar.

These captions are automatically generated, so they're not going to be perfect, but we do hope that they're accurate enough to be of help today.

The recorded session will also include the captions and transcript file.

If you have any questions today which we hope you do, please use the Q&A tool to write them and you can also use the chat tool to chat with us.

Excellent. And to find that Q&A tool, hover your mouse over the Zoom window and you'll see a toolbar appear on the bottom with a prominent Q&A button.

Click on the button and it will open the Submit a Question prompt where you can add your question.

You can tick the box to remain anonymous if you wish, otherwise it will just post a question with your name visible.

Now, Sally and I, as you mentioned, will be monitoring the questions as Jim presents,

and we know Jim is happy for us to ask questions throughout as well if there's something specific you need to know at that time.

I also just wanted to let you know that we'll probably be turning our cameras off.

We are still here. We just want to decrease any of the extra clutter on the screen while Jim's presenting so you can focus on clean and not on us.

So with that will hand over to Jim. Oh, thank you very much.

And before I turn my camera, so just to say warm welcome and thank you for coming to join us today,

I really enjoyed doing these sessions before we ran.

I run these quite regularly with universities in Australia and New Zealand, and prior to that, of course, with audio note taker.

And I must say that we've switched to claim which some of you might not have seen it yet.

This is your first time. I will go through that in a moment,

but I do want to say that it's been really amazing to see the reaction from people students around the world with both

audio talent claims because they're both built in the very same principle where we're trying to put in your hands a

technology that's going to make it a lot easier for you to capture and develop your notes and have really good notes that

you can use when it comes time for revision before exams or when it comes time time to flesh out a written assignment.

So what I'll do now is I will switch off my video and I'm going to share my screen and then we'll go start going through the session.

And as we mentioned, will pace it in a way.

And certainly, if you've got questions, please just post them as soon as you can and then we can address them.

OK. So just double checking that if Natalie or Sally must cringe, okay.

Yeah, we can say I said clearly. So this is the clean interface now.

Glenn is not actually a software programme. It's actually a web app.

So you use clean in a browser such as Chrome or Microsoft Edge.

And what we'll do is we'll go through that the programme step by step,

and we're going to sort of follow a bit of a process and I'm going to bring up some

slides which explains what that process is going to be throughout the session.

And at each stage of the process, I'll come back to the slides so I can see how it all links together.

So that's my first slide here. What we're going to be doing with Glenn is we're going to use it in four stages.

The first stage is that first use of it in a lecture tutorial or whether it's online or whether it's face to face on campus.

So we're going to go through how clean is used to capture all your notes in the moment.

Then I'll come back to slide later to talk about organise and refine and integrate.

But for the moment, just so you can see what it's going to look like.

I'm just going to talk about the capture part. Now, this has got a lot to do with the design of claim.

What we find is that it's very,

very difficult to take notes while you're listening to your lecture or listening to your fellow students in a tutorial discussion.

Because, you know, you might miss key information that they're saying when you try and compose phrases or write lengthy notes.

So the whole idea is very how to do both. I think I've said it many times before, and Sally,

you may remember this that they did a study and they said that note taking is about as demanding cognitively as a champion international chess player.

It takes up so much energy to concentrate, stay focussed, capture accurately everything you hear.

So to do that better, glean an audio note taker is built in a way that we want you to stay in the moment,

stay focussed, not get anxious that you have missed anything because Glenn will record everything that's spoken.

And what we want you to do is when you hear something that, oh gosh, that's really important or it's something I don't understand.

We don't want you to write too many notes about that question marks. But just be able to quickly tag it or there's a spelling error there.

My apologies. Oh, you react to the moment? That's correct. And we just want you to make brief notes so we don't want you to write whole sentences.

We'd like you to write just keywords. Maybe three or four word phrases.

So June is capturing time. You can. You really main focus is listening.

Because listening comprehension is really important.

Sometimes you're listening to something for the first time and you're going to come across terms that you may not have heard of before in whatever,

you know, study you're doing. So let's go back to claim and we'll go in and demonstrate and show you how clean helps you to capture the moment.

OK, thanks, Jim. Next time we pop into that screen, if we can have that just a little bit bigger, like a few slides, that would be awesome.

We've just had some feedback if that we could. Yes, I think this is if I put sludge, I just to see if it affects everything.

Yeah. What does that do? Yeah, that would be awesome next time.

OK. I'll just leave that for a moment, just for people to go back over that again.

All right. Thank you. OK, so like I said, we just wanted to capture the moment.

Stay engaged with what you're hearing and just react to what you hear and just use key words and phrases.

So what you see now is you see the clean interface in a browser.

And by the way, because it's in the browser and it is safe from the very beginning.

You do not need an internet connexion to use clean.

So if you happen to have a tutorial or lecture in one part of the campus where Wi-Fi is really flaky,

it's not an issue because you don't need Wi-Fi at all anyway to record the discussion or tutorial because everything gets recorded onto your device.

It's only when you watch a ship put it back in the cloud that you need your Wi-Fi to

be able to put up the cloud and then download on another device to work with later,

if you wish to do that. Now it does work in Microsoft Edge and it does work in Microsoft Chrome.

The other thing you can do, by the way, is a bit luck with Zoom and with teams, you know how you when you sometimes when you open a Zoom event,

you use the Zoom app instead of using Zoom in the browser because it is a web app as well.

Just like Glenn, so if you like to do when you first install claims in the address bar here, do you notice there's a little drop-down arrow installed?

Glean? If I click on that, I can install a glean as a shortcut web app on my desktop.

And that way I can just open that automatically because my password and username is

already embedded in the app and I can just have it side by side with the browser,

but I'm watching a lecture or doing something remote.

So that's a little tip for you. I'm going to stay in my steps for now.

I don't want to lose the connexion. So but basically you click install.

You get a shortcut to the app on your desktop. OK.

Right, so let's go and say here you can see a list of all my previous recordings of various lectures that I've attended.

Some of them have been face to face on campus. Some of them have been recorded through Zoom when they're being live streamed.

You can see the central column decks of Put Them Into Different Folders.

So some of the physics, science communication and you see here this is in my collections.

So I've got three recordings in science communication, two in physics and so on.

So that's one might to organise them as you go along.

Now that's actually comes later in the stage, but let's get back to home, and let's just start a new event.

Now, when Natalie or Sally invite you to start clean up and you create your password,

the first thing it will do is run a one minute video, which is your guided tour down.

The list built into Glenn is lots of help.

So if you click on a need help button, it will open up.

Now, let's close that the sadness happened. Let's try it from here instead. I got a tour help documents, so Glenn has got built into it.

Lots and lots of resources. And you can even do a keyword search to find something that you need to find out.

And there are also links to videos from that, too. Like, if you can't find your answer, just keep in mind.

As well as asking for assistance from Sally or Natalie Pet, this part might be a first point of call.

But also, if you wish, you could also directly get in touch with our developers at claimed,

and they can tell you they can respond to that very, very quickly.

Now, if you come up with a great idea, you'll notice in the list there's one called Share an idea.

So after a while, you know, try not glean if you think, Oh, that's really nice, but a lot, a lot gillane to be able to do this.

Please share your idea with us. We love to get ideas because we want to make glean as useful as possible for you, because that's what we're here for.

OK. So let's go now and have a look at recording a new event.

So I'm going to click on new event. I'm in. I'm taking my first lecture of the year on campus.

We love to get back to back to campus again. And you can see on your screen a very minimalist sort of display.

Across the top, there's a place to record the name of your lecture, so let's just call this some west to the university.

Am I today?

You can see here that there's a place to import the slides, so if the letra has made them available before the lecture, you can certainly do that.

So let me go and import the slides. I'd like to have a look at those now.

And we're going to look at the law of first time and relativity.

So I'm going to open one on time travel.

And what Glenn has done, it has brought in all 11 slots for that short lecture that I'm going to go to and I can navigate,

you know, with this forward button to each of the slots. Have a quick look at them before my lecture, so I'll go back to the beginning one now.

So the purpose of having slots had is that it will help you link your notes to the slide

that the lecturer is speaking about to the right of the slides is your notes fate?

We call it a feed because it is a bit like a social media tool, like when you do a string of text messages or comments on Instagram or Facebook,

you are going to create a notes feed in clean and in your notes feed.

You'll do that by adding text notes from this box to the bottom. And if you want to, you can have we've got three emojis there for you to choose from.

One. If you need to put in a heading an emoji or icon when you want to text something that's important,

or if you want to text something that you're not clear about and you need to go back and review it.

We've got a little review tag as well.

Now, on the right hand side, this is the part that's really great because when you add a 10 a lecture and the letter saying something,

you don't have to worry about missing anything that the lecturer says, because it's all captured in glean.

So this let me show you how that happens. That's our first step. I'll click on record.

And you'll notice I've got three options.

I'll talk about the other two later, but because I'm in a lecture and I'm live face to face with my tutorial group or lecturer,

I'm going to choose microphone once a click microphone. It starts to record and you can see that at the four second mark.

I've already got a little speech bubbles, but sort of like a line of sound being captured and visualised on the far right hand side.

So if I stop speaking. You can see how the line went flat to show me this silence is there.

So as when the letter's speaking, all this has been recorded.

And Dr. Brown, who's our lecture for today, is talking about relativity and time travel.

And I'm just going to quickly put that in and I can press my A.K to post just a keyword because the

lettering has stopped to talk about the concept of relativity already or sorry about the typo.

So once the lecturer has welcome themselves interested you might click on that, go to the second slide.

You can go clockwise and then you click on Post Slide.

So once you post it, it will now put in a heading to say everything that is being spoken now.

It has got to do with Slide two.

And here the lecturer is talking about the timelines of various theories that happen with time travel timeline theories,

and I can put that as an important thing that I need to find out about what all those theories are.

And actually, I'm up for myself a task. Let's post the task now.

OK. And I need to make. A list.

Of all the theories to do with time travel, I need to make sure I don't miss any of them.

So now you can see while the lecturer speaking,

I've done two things I've added something important about the timeline series and I've made myself a note about a task I need to do after the lecture.

I need to go make sure that I make a really total list and not forget all the theories that are out there.

OK, so let's say then the lecturer goes and talks a bit more about relativity now, and I'm not really sure what the letter means by relativity.

Well, while the lecturer speaking nothing critical to a search for that.

So I've got a little button here where I could just type in relativity.

And what it's going to do is it's going to ask me, okay, well, which one are you after?

And as it happens, I'm after the theory of relativity, a like of definition.

And once I click it, Glenn has gone to Wikipedia and grabbed a definition for me and put it into my notes fate.

So my notes feed can have my own notes. It can have task lists.

It can have definitions that are crap from Wikipedia.

Or if I want to get a screenshot from something because they I can also grab or go and get an image,

I can click on this icon and quickly grab a photo of something I could do a search.

So let's do relativity and see what we get.

I've never tried relativity as a search, but let's see what happens. I.

That would do. And it's popped in an image into my feed as well.

So your fate can have lots of different types of media in them.

Let's post.

Let's go to our next slide now, and we'll post this slide because the lecturer is now going to speak about the various possibilities of time travel.

Is that as well, and let's say when the lecture starts to speak about it, they've forgotten something about the previous slide.

And you may have had this happen to you as well.

Your lecture has gone through sequentially and then I realise there's something they want to expand upon in the previous slide.

Well, no problem if the lecturer goes back to the previous slide.

So can you. You can just go back to the previous slide here.

And if they start to speak about it, just post the slide and whatever the lecturer is adding.

To that previous slide, now is now in your feed as an extra as an extra note.

Also. The audio is back relates to Slide two as well.

So this is the capture stage of our gleaned process.

So all we've done so far is we've made sure if they're available, we've got our slides so we can link our audio and text to them.

Glen has captured everything the lecturer has said. And we've been in the moment.

We've just put in a few key words. I need a quick definition of what relativity means.

And I thought I might as well grab a screenshot of an image to go with that definition just so that I've got a visual reference with it.

OK, so that's what we do for capturing.

Not too many notes, not too many words. I mean, you can't put three forward phrases,

but the whole idea is for you is to use the important tag and the review tag as much as possible to put in.

So it's really important to put in the review tags, important tags and your headings.

Okay. So let me stop this recording at the five minute, 45 second mark, which should do it.

So now we've got that first stage done.

Our lecture has finished and we go way from that lecture without slides, without notes in a fade in the centre and our audio.

So what does that mean? So you go back through my notes fate now and click on possibilities.

See our highlights in blue, the audio. That was spoken when I wrote the word possibilities.

So if I click on play above the word, this is what happens.

It will start to play from the three minute forty three second mark.

Because of a choice now about the various possibilities of torture.

So there you go. So everything is synchronised all.

My each note is synchronised with the audio through the recording.

OK, now I'm going to leave this one here and come back to it later. But let me show you what we end up with.

I've got a little example here to show you. So let's go to review.

Right. So here's those notes from the captured moment we captured the audio.

We captured did some tasks and so on.

OK, so what does that mean for the quarry method? Let me go back to that for a moment.

So now we're at the stage where we're going to.

Organise our information. OK, so we've got our slots.

Typekit my apologies. Images, audio, text notes, we've identified our tasks and we've categorise our notes.

So let's go back actually reported that so.

So that's how not so organised. This press escape.

Go back to this one. So this fund here was back in just a general list, but it could have organised it and put it into a folder.

OK. But now that we've got this here, we're going to do the next part and review our notes.

So the review part, which is the part that's a really important part now we're glean is really

terrific to help you OK and refine our notes because we've got our keywords.

We've got our task list. We can go back to that recording and listen back to exactly what the lecturer said.

Listen to it at our own pace and we can add additional text to those words that we typed.

Okay. Now this information on these slots, I'm going to provide it to Natalie and Sally,

and I will rework it and give give that out to you as a resource and a reminder checklist of how to use Glenn at various steps.

But let's go. Sorry, Jim, I just had a quick question.

I just wanted to check in terms of the organising and this refining section,

is it the capability of being able to delete or remove any of the audio from the lecture?

So someone had asked if there was like a side conversation or something that wasn't relevant,

but also if there was that section where there was the silent text say,

for example, you were listening to something online and you forgot to press,

pause on your on your clean one and it kept running, but there was no audio.

Is there? Is there an option for that? I think we tried to avoid that because I want to keep it time stamped,

and that's why it's really important that you put something in the notes feet because that's your bookmarks.

And that way, if there is a lot of silence, you wouldn't type anything. And then when something is spoken, yeah,

hopefully you type the word because that word becomes your bookmark and it would jump to the

important part of the audio and skips over that silence or skips over the part that was irrelevant.

OK, excellent. Thank you for that. And there's one other question about additional slides.

If the lecture has additional slides that were given to people, is there an option to insert that within the order?

There is a way to do that afterwards because I don't know if the lecture might not have been uploaded either at that time,

because I may have just added additional slides just before the lecture. So I would actually go in and put in a heading and say additional slide.

And then later you can go and find that slide and put it into the feed.

It was still recorded and still do your recording still to your notes, but then you know where the slide fits.

Okay, excellent. Yeah, that's about the same. Is that still through this same import?

That would be through. Where are we up to?

You could replace the slides. So what you could do is if the lecturer has updated that whole slide deck to include those additional slots,

you could replace the entire slide thing with the updated deck that the lecturer has presented with.

The other way to add an individual slide, don't you can't do it individually.

You can probably add that slot in these notes fade as an image to that note.

But that's certainly something I suggest posing a question in that help guide to the developers.

Maybe even have a search in there first to see if and ask the question.

Can I add a slide later and see what comes up in the search results? OK, that's helpful.

I can't keep up with it, actually, though they do update them quite fast.

But so to recap, they can replace the full slide deck if they get the additional slides as a as a

new kind of slide deck from the lecture or add it added as an individual image.

Awesome. Yeah. OK, all right, thank you.

Let you continue on that wonderful. Thank you. Now, so here's how.

And my notes from the capture part, and now I want to work on one at a time now.

You can see this, I've got a task to do here, how about a suspicious about 80s?

Maybe let me play that two major blockbuster films Back to the Future and The Terminator

suddenly bought time travel to the forefront of mainstream culture like that.

It's got to ask us to task if you've ever watched Doctor Who on movies like Bill and Ted's Excellent Adventure for Time Machine.

You face it gets interesting. Oh OK, I need to watch Bill and Ted. To find out how time travel is works in that movie.

Okay, now the other thing you can do is with these notes. That's my task.

But let's say I've got more notes here with nothing, but I'm like,

you've got at night with no text in it because sometimes I'd say, Oh, I need to come back and listen to that.

What you can do is click on the expansion, expand note icon, and you can now playback that bit of audio at the top of your reading list.

For this module is a book called The New Time Traveller's by Professor David to me.

Okay. The top of your reading list? Oops. I'll just pause it so I can now go in there and flesh out and start to type additional information.

That wasn't a good example, because all they did was describe a recommended reading, but you get the idea.

Now. To refine your notes means to expand your notes and make them lengthier and more detailed.

If you wish because it's in Chrome, why not take advantage of Chrome extensions?

For those of you who use Chrome a lot, you might already have installed something like Dark Reader,

that sort of thing to make it easier to look at web pages. By the way, I might show you that now, by the way.

So I have a web extension here called Doc Reader. If I click on that, I can change this page appearance into dark mode.

Sometimes some people like to work in dark mode so that there's an option for you.

With that, I'll flick back out of stock reader from my window.

But another Chrome extension you might want to think about using is one called voice in the voice in voice typing.

So if I click on that, it's the I haven't got the paid version.

But as you can see, it doesn't do too bad a job with my voice.

Full stop. I could talk about the theory of time travel and how Einstein's theory of relativity is crucial in exploring the concept of black holes.

Full stop. So as well with looking at whether dictation might be useful,

be mindful that it's not going to always be accurate depending on what sort of subjects you're studying,

because it might know a lot of the technical terms. But that's just another option that you might want to consider if it's to try out and evaluate.

But first thing's first, I'll probably just make sure that I typed most of my notes.

But I know that I need time to process what the letter said. Think about it, compose my sentence and type it out,

because one of the things you can do is when you're playing back the lecture as audio is, you can slow down the lecturer.

So back up here where the play button is also situated.

There's a little number one here. If I click on that, I can adjust the playback speed.

I can make it faster if on the lateral, speaking too slowly and I'm processing really quickly or likewise,

I can slow it down if they if I need to really listen carefully to what the.

Lettre is describing. Now, this is the this version of Clean.

Hasn't been updated with the playback speed. The new version has more choices, but also has a few other features.

So let me just I'd like to just quickly flick over to my other version of Glenn just to show

you some features that are available to you that aren't that you can't see on the screen now.

So let me go to my clean. I've been clean events. Sorry. And I'll just open up this my personal account that I use for my meetings.

But notice up here, I've got a little icon, which you should have with your glowing account.

So there's a few more choices for playback speed, but also especially now that, you know, if you're going to be going back to campus this year,

if you're recording with gleaned in a tutorial room or a lecture theatre and you happen to

sit somewhere where the sound is not very good that your microphone captures afterwards,

when it comes time to refine your notes and add more information, as well as adjusting the playback speed, you can clean up the audio.

So if you need to cancel some echo that's in the room, it's got a noise cancelling feature.

If you're a heavy typist and you and Glenn has recorded the keyboard clicks into the recording,

I don't know how it does it, but it does a fantastic job.

But if you click on this one, click reduction or those clicking sounds are removed from the recording,

so it helps take out all those distractions when you're reviewing your notes.

So this is available to you if you need it. And like I said, especially useful when you're on campus in those live face to face recording situations.

You probably don't need to play with the audio clean up.

If you're recording a lecture from a remote session, you know you're attending a webinar event.

They come through your speakers quite clearly and you shouldn't have to do any audio cleanup in those situations.

Like. Let's get back to this one. OK, so here we are, but going through my notes and I'm I'm fleshing them out.

And. I've got down here probably some tasks I have to do before next class.

What's this one here day? Let me play that one.

The most significant of these was thankfully teaching experiments in 1971, which I would recommend that you look up ahead of next week's class.

Well, what was that again? This was the hatefully teaching experiment.

OK, so did you notice I played it back again because I didn't quite understand what she said.

So the. I back it.

Hey, I'll just make it up. The better of the name Keating experiment.

OK. There's my task playback, hopefully, kit experiment.

Now that task might be something I'll have to do a bit later on because I'm still gathering and expanding my notes.

One thing to point out now is that in this recording, I've probably got quite a few tasks.

You know you, you make notes, say, Oh, go do this after the lecture,

go through that and I've got them all sort of, Oh, there's another one BTF and watch six minutes of something.

Now, let's say in the first week you've used Glenn and you've got maybe, you know,

five lecture recordings and each recording has got four or five or six tasks in each one of them,

and you're working on multiple assignments and multiple tasks at the same time.

Now you don't have to go and try and find the task in each recording.

If I go back to my home page, as well as organising all my lectures in folders,

in collections down the left hand side, there's another button called tasks.

And this is a list of all my tasks from all of my recordings.

So it's a way to quickly check. Oh yes, here's the one from this lecture.

But hang on this one down here. Make a list of all the theories from today's session.

I actually need to do to that task first before I go and do the others.

So it's a quick way to check all the tasks that it that you have to do for every lecture and prioritise them and do the task.

That's most important at the time. And if you do need to do double check, you can click on this link to show the ones you've already completed.

So here we are. OK. I can double check. Yes, I've completed that.

That one review the experiment of Hefley and Katie has already done so.

I can actually delete this one here.

That's gone. So that's really handy to do. So we're not finished, and I've reviewed added notes.

This is what my final set of notes could look like. So let me get back to the core method for a moment.

And we've added meaningful text. Oh sorry, put that into such a.

So we've added meaningful text. We've listed our own pace.

And we went back to the precise moment. So now I'm ready to integrate all those notes from gleaned with all my other resources.

So because I might have additional notes that I've taken with textbooks or notes that

I've taken in group discussions with in a tutorial with my with other students.

And I can merge them all together to have a more complete set of notes.

Now how you do that is within gleaned. Here's my set of notes in Glen.

I can now go and click on this button here to put my notes in reading view.

What you can see here now is. All the slots underneath each slide are my notes, plus the headings of each of the slots and so forth.

Now what I can do here is click on copy of Copied All My Notes from My Notes Feed.

I can either copy and paste into word or copy and paste into Google Docs.

So I'm not just quickly choose a Google Doc one.

That way, we can stay in the browser. OK.

And I'll just paste that in. And you can say now Google Docs has pasted in everything from Glenn and I've actually it's all done in style,

so I've got all my headings here in my navigation pane.

And now I've got my document, which I can print off or go back to whenever I need to.

And they still say works in Office 365, which all the students have access to.

So the same kind of steps into your work as well? Absolutely.

Yes, it does it, and it looks exactly the same, and it's all with the headings.

So it's all set up accessibility accessible lives as well, which is really nice.

Okay. Now. There was one thing I forgot to mention, but I was capturing my notes.

Sometimes it's really handy. Let me form one.

About wormholes, for example,

one of the new things that's coming out in Glenn is a button where you can click on the button and Glenn will get all of that text on the slide,

make a copy of it and put it into your notes. Feed as plain text.

Now, in the meantime, I'm going to demonstrate that with the programme,

another programme just so you can see it, how it works, and I've just got to find where that is.

Always be they should all use company fish.

OK, so I'm going to crap a bit of text. Let's just grab this bit of text for now.

And I'm going to copy that to the clipboard. And it's just paste it, say.

Under here. There is that text, oops, wrong slide.

Should I put it there, I should have put it in. It was in this one.

Well, the next one. My apologies, but I should have put it the wrong text box and pasted it there glance to make that a lot easier.

But it's a really, really handy tool because sometimes there's lots of key points on that lecture slide, and it's just saves time to retype them out.

OK, now so far, I've shown you pretty much the whole process, I think, for Glenn.

The other thing I should have shown you that is when you're going back to refine your notes if you want to,

you can stay focussed with the little tool we've added up here this little atomic clock.

And let's say you just got home, you just sort of got chewed out, has to wait, watched a bit of Netflix.

Now it's time to get on to a specific task and you know what that task is, but you want to stay focussed.

You can start the focus timer and set it to 10, 15 or 30 minutes, and it will put your laptop into Do Not Disturb mode and helps you stay.

And a little time ago. So that way you know that you you've set itself a goal and it's nice.

It's a bit like the Pomodoro technique, if you've ever heard of that.

So you just know that you've got a focus and you can just get on with getting that task done in that timeframe that you've set yourself.

So it's a little thing we've added in there just to help you with refining your notes.

Now the. Other thing I forgot to mention is that.

When you're recording for the very beginning. Let me go back over here, for example, to today's demo.

If I press the record button, when I did press record button, you were, you could watch all this audio appearing on the screen.

We don't really need to see that. So if you want to have less distraction.

Let's say, where are we up to slide two? Let's go to slide five and start recording again.

OK, I want to start recording from Slide five. And our pope's.

On a poster, a slot five. So here we are posting from slide five.

I can actually go and hide the audio because you don't really need to see the audio for Slide five because you can see the timer at the top.

Red is at the six minute eight second mark, so it's still recording and I've hidden the audio.

But it's still there. And let me show you why. There are so still put in my little part there, and it's still put in that it's recorded it.

Okay. So, yeah, hide the audio. It's really not necessary in that first stage of capturing.

It's only really necessary, perhaps afterwards when you go to refine your notes.

Now, as I said before, you don't need an internet connexion to use clean on campus.

Obviously, you do when you're accessing a remote learning situation, but you get back to Wi-Fi,

Glenn will automatically back up a copy of all your recordings to your cloud account.

And from there, if you wish, you could download it onto another device because you can use Glenn on as many devices as you like.

And so what I'm going to do now is a machine gun to bring up my my phone.

I could use an iPad or Android tablet or phone as well, but I'm just going to use my phone to bring up clean.

Just one moment, and then we'll show you what it looks like.

OK, great. And we can say that now.

Excellent. Such as pop that to one side. So on the right hand side, you can see straight away.

This morning we are recorded you with you, the demo today recording and it's shown up on my phone as in the list, but it's not downloaded.

It's still up in the cloud. So if I tap on the download icon, it will have fingers crossed it won't take too long to download onto my phone.

Right? So you can see here and here's my recording.

With all my. Various parts, so there's slot five, so you could actually play it back on your phone if you wish.

But it's really best to play back in on a computer to refine it.

But if you just want to revise it afterwards, by all means, the revised version with full text notes will be sent back to your phone.

So if you've gone through the query method and you have refined your notes and they're integrated and they're all complete and clean,

you can download back onto your phone.

And when you download, you can actually ask it to download without the audio, if you wish.

So that way on your phone, you've just got the images and the full text to go through.

The audio doesn't take up a lot of space on your phone if you're worried about that, either, though.

If you'd need to listen to a few key points, but by then you should have a lengthy,

detailed set of quality notes and hopefully the audio exit access in the audio again wouldn't be as necessary.

OK, OK. So let's actually do a quick new event on the phone just to show you.

I'll do my phone event. Now, the difference with the fine one is that you can't add slides to it, that's coming like.

But you can still capture the moment, which is really important because you want to listen to the lecturer and take

something that's really important because it's an event that's going to occur soon.

And then when the lecturer, you can actually use a heading south,

the lecture does go to another slide to find reference you could have slide to just to show that.

Now we've got something else that's really important, but that's on slide two.

So you can see that just makes a list on your phone.

Now I'm going to stop that because it's something that you're probably going to have to play with yourself to understand how it works,

but you can't continue recording. You can copy that.

But I think you should use your computer for that.

But just to show how quick it is in terms of cloud backup, that's already gone back up to the cloud.

This 38 second recording. So I'm going to refresh on my screen the claim web page in my browser.

So let's click on Refresh. And let's see if it's appears in the list.

OK, so there it is. Yeah. OK.

Now while I'm here. Just show where that is.

So you can see this on my notes. And if I need to now, I could go to import the slots.

Now. The. Next thing to talk about.

Let's go back to perhaps the soundtrack for beginners one.

He should now go back to this side of it, one, because that's only two minutes.

You now have with clean ups just.

Distress distracted, I'll get the phone off the screen. OK, so you now have with clean.

The ability. To. Turn this audio and transcribe it to text.

So let's just play that bit of texts. Let's see what I've said. Can I show you the headaches of Mexico's drugs without a slide,

just a message that slides just to show that now we've got somebody else's child mumbled a lot in that didn't die because I was looking at

my phone when I was recording and I was sort of almost behaving like someone on the phone just mumbling through my phone conversation.

Apologies for that. But let's see how well Glen transcribes a very poor, very poor articulation.

So I'm going to click on convert text, and what will happen now is up in the cloud.

Glynn is going to grab all of this audio and make a transcript from it now to give you an idea how long it takes.

We've worked out that for every one hour of audio takes about five to 10 minutes, depending on your speed to transcribe, like.

So here we've got my say. So here's my audio. I'll just go back to the beginning and apply that.

Capture the moment, which is really important, because, look, this is a victory.

So let's see what that looks like as text. We'll get back to the beginning and play it safe, how a guy.

Still capture the moment this is really important because you want to listen to

the electorate and taxing is really important because it's in a disgusting.

And then. When a lecturer finishes ahead of the lecture, it does go to another slide,

just a text message that slides just to show, I guess I had just for fear instead of just for your own reference.

OK, now the beauty of this is as well as this transcript, you can't edit the transcript,

but there might be a part of it that's going to be really useful to have in your notes feed.

So. Let's say I want to grab this bit, and once that paragraph notice, I've got this post button so I can post it into my notes feed.

And I can actually edit it. Well, ideally, what I should do is I should reword it in my own words.

That makes meaning to me, OK, that's also an excellent step for the academic integrity of that information,

and a lot of our students are aware of that in terms of putting things into your

own words so that you're not directly copying something from the lecturer.

What they want to want is feedback to develop.

Is that what I'd like them to do is whenever a student posts a paragraph from the transcript into their notes feed,

it would be nice if that was done a different colour. So that way you visually know this is plagiarised text.

Brilliant. Do you have any idea of how this works with accents at all that came through as one of the questions?

Well, it works in English and I think it's just going to be a matter of just trying it and evaluating it.

I'm not sure how.

What it relies on for accents, you know, the IP address, whether it goes to Australian accents or because,

you know, obviously in the US to go for us accent, it's that automatic speech recognition.

But as we have developers put on a poster the other day that soon they'll be publishing results of the accuracy,

and he gave a heads a heads up saying it is way beyond expectations for a whole cohort of language styles and acoustic language models.

So which other words, accents? Fantastic. Thank you for that.

Now one one question I saw how you've posted the text today across in terms of

copying and pasting notes from electronic textbooks or other notes into lane.

Would you recommend doing that at the the end point in terms of the note taking method

around the refined and organised step and putting them into the word document?

Or would you be putting them into this section of going?

What point would you agree?

I probably would put it into the word document because if you ever need to again just to refer to the notes from the actual lecture,

you can always go back into lane and create a new document that's purely got your notes from the letter itself.

Fantastic, thanks to.

That way, then it's not all blended and you're not trying to work out the source of that information because the source was from the lecture,

so let's let me go back to my lecture recording and make us a separate document

just to double check or maybe come up with some sort of a legend in your words.

Often when you start blending things maybe have all kinds of things to let you know which where the source was for that,

those notes you've put together and the one document? Excellent. That's a great tip.

Thanks. Yeah. OK.

So. Was there anything else I forgot to mention?

Let me have a look. Oh, yes, now we better talk a bit about what?

How do you record when you're at home remotely?

That's really important. OK, we put a finish up with that, haven't we right now?

Remember when? A start, a new event.

If I'm going to be recording remotely, so let's call this a remote event.

And this remote event might not even be a lecture that streaming through Zoom.

It could be you've gone to YouTube or TED Talk and you want to watch a video

and take notes about that video so you can use Glin for that purpose as well.

And I'll show you how so? We're going to.

Pop this over here for a moment on this tip is I've got a video that's on Vimeo now

happens to be a video of the pre-recorded lecture because I couldn't make it on time.

So I've gone to my lecture to the letter capture system and I'm playing the video for the lecture capture system.

But I'm still going to do the same process of claim that quarry process,

but I'm just going to be doing it from the video recording rather than live streaming.

Now, the trick to remember is that this tap needs to be taken out of crime and be a separate window.

Lots of ways to do that. Just go to right click on the tap and move the tap to a new window.

OK, so now I've taken out of that window. So it's no longer a tap.

It's in another window of crime. OK. That said, it's not that they're.

And I'm not pop that video in full screen. Oops.

No, it doesn't work when I'm in a session, I was hoping to stay in full screen inside this window, but I'll have to.

That's better. It'll be better. So let's go and do a new recording.

I must still share my screen. Yes.

Okay, well, I got confused. Okay, so here we are. I'm about to make a new recording of a remote learning or video online.

So when I press on record now. I choose the one called screen audio.

Now, if it happens to be an online tutorial where I'm expected as a student to contribute

to the discussion and I would like my contributions to be recorded by Glenn as well,

you choose the bottom one. So that way, Glenn captures what I say, as well as what everyone else is saying in that session.

But in this fun, we're just going to access a lecture recording saw click on screen audio and I'm not going to choose the entire screen.

Little tip if you do choose, you can choose the entire screen.

But then Glenn captures everything on the screen visually and also captures every sound.

So if you happen to have in the background your Instagram open on another tab or some

other social media that sends out notifications and then they get those noises.

Those notification noises will be recorded in Glade.

So it's a good idea to have those outside of Auckland, so choose Chrome Tap.

That way, the crime, Glenn will only capture the audio from the one tab that you select, which is time travel for beginners.

So now make sure the bottom left hand corner there's a tick in the tick box to share the audio from that tab and click on share,

and the recording has now started. Do you notice that the recording is blank?

It's so silent because Gillane is not listening to a microphone.

It's listening to my speakers. So I'm going to click on play.

Welcome to you first lecture in Module one, Relativity and Time Travel.

Question is time travel possible, has occupied some of the greatest minds of all time from renowned scientists such as Einstein and Stephen Hawking to

famous sources and filmmakers from this module is to attempt to answer that question by examining the subsequent years,

experts say. In today's lecture, we're going to explore the science of time travel through the lens of popular culture.

The idea is to get you thinking about the physical laws. OK, so what I did, there was a number of things.

I'll just stop the recording.

I still treated as if I was live in the lecture theatre, so I was just listening for key words, put it in key words, putting my tags.

The only difference I did was what I wanted to add an image I had available to me.

I might need to record again. Sorry to show you. What I had going for me was I had this icon available to me, so I can, for example.

Of course, I can quickly go here, grab a screenshot and automatically it will bring in a screenshot from that video into my notes feed for me.

So that's one thing that only this little icon will only appear once you've pressed record.

OK, so let's stop it disappears. OK, so that's the important thing to remember when you're recording remotely.

Make sure you have your lecture or video playing in its own window, a separate window that's really important to do that.

Others. So remote event.

OK. That is available right now.

There was one last thing I want to remember remind myself of. Accessing airport slots later, I think we've.

Oh yes, lightning mode. When something's being recorded.

And I'll just go buy this for you, it is as well as.

A press enter to put notes in if you don't want to click the heading important or review and you want to stay on your keyboard.

If you use the backslash, you can have quick actions so I can choose I for important and just put theory.

OK. And what will happen? My press the return key. It will actually put in the words and plus the icon for important.

So that's done done by the backslash and then choose one of your and you're doing a hitting.

You can pop in a heading as well. So that's.

That's one way. The other thing you can do is if you don't want to take any notes and put in keywords, you can put it into lightning mode.

So this little, this little Thunderbolt icon, if I click on it,

it will now just put in lightning mode where when I press record and I'll just press with a microphone.

For now, I just use my keyboard shortcuts number two and press enter, and I'd have to press enter.

It just puts in puts in what I need to put in. So often need a definition?

Press the W for Wikipedia. I just put in theory. Of Relativity.

And a puppet in LA Clause, if I'd press the T, I can post a task.

I can look up such and such. OK, so that's lightning mode, and you can use lightning mode on your laptop.

You can also use lightning mode on your mobile device, whether it's a phone or tablet.

All you do is change it from portrait. Turn it around into landscape mode and Glenn switches into lightning mode for you.

So have a bit of a play with that as well.

So just to clarify, Jim, when students are recording online or face to face, it's really this selection of the microphone.

As to what they're actually recording, where where it's taking in the audio?

That's right. Yes. So the microphone, if you're in, if the person speaking is in the room with you.

But it's a lecture theatre or tutorial room use microphone, if anything else, if it's remote learning, use screen audio.

If you're just listening to a streaming lecture where it's coming through.

If you're attending an online tutorial, a group discussion, use the third option the font, options, audio and microphone.

So that way, whatever you say, gets recorded into the event as well.

Fantastic. Thanks, Jim. And just to clarify, if somebody is in a Zoom class and online Zoom class and they've got the Zoom app open,

they're going to use if it's an interactive screen and audio on lock and then within the options,

Zoom will be one of the options that they can select.

Just you've been so run that stream begin either for students who are doing a Zoom class, an interactive one, they would select screen audio and mock.

And then from the audio options, Zoom would be one of the options that they could select.

Yes, now I recommend rather than this when they do that, rather than use the Zoom app,

I would open Zoom within the browser and then make it a separate window.

Okay. Yeah. I just don't think when you go to, for example,

screen audio and you go to the Chrome tab because you've opened Zoom as a separate app, it won't be listed as a tap, so you won't.

The only way to select it will be from the entire screen. But then, like I said, you're capturing everything.

I want to take screenshots. It would take a screenshot of everything rather than just the presentation.

So that's probably a very good point. I highly recommend that students use Zoom in a in a tab at a separate window rather than the app.

Yeah. So if they're online and you know how it comes up and you want to join Zoom,

if you say cancel, then underneath it would say what you'd like to join with the browser.

I would do that.

That's great advice, thank you, because I'm sure a lot of students, if not all of them, are going to face that question at some point.

So that's great to have that clarified. Thank you very much. Not a problem.

Yeah, OK. Have we ever got any more questions in the Q&A there?

Oh, we've answered all of the ones from today, which is fantastic. Thank you for that, Jim.

Not a problem. What I wanted to say finally, is that when you're after the session's over, everyone who's joined us today,

if you want to play with something that's sort of been made up, go to the question mark, click on demo event and that will download that time.

Travel for Beginners demo event for you to play with.

That's a really good tip, I downloaded that one the other day, and it's great to have all the content in there and to see exactly what it can do.

Fully functional and give you that idea of this is the potential that you can use.

Yes. Yeah. OK. I think that's a wrap, isn't it?

Almost. Yes. I was just just filling the time and saying that our Training and Support Resources page has links to the skills portal for clean.

So there are video demonstrations on how to do the different things that you've gone over today that people can go back to just a specific thing,

like the screenshot tool and look at those. Yeah, great.

Yeah. Thank you so much for joining us today, Jim, and sharing all that wonderful expertise on blame.

I know that the students have gotten a lot out of it, and they've been very positive and very engaged, so we really appreciate your time.

Terrific. Now about Flicka quick email just after this session, just I've got a quick question for you.

So, yeah, no worries. Okay, wonderful. OK. And that is Friday.

So have a wonderful weekend, everybody. Yeah. Thank you.

Enjoy your weekend, everyone. Take care. See you later.