

# Using Glean for group work

A step-by-step breakdown of how to use Glean to make peer discussions and group work a breeze:



## Step 1.

Create an agenda for your group work. Open up Glean and upload your agenda via insert image or insert slides.



## Step 2.

In your group work discussions capture the audio by recording in Glean. Insert headings that match the agenda as the conversation flows, and mark interesting points in the discussion as important.



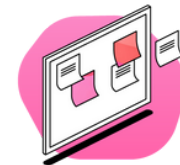
## Step 3.

Capture any group sketches, images or diagrams using Glean Mobile. Insert as an image into your notes.



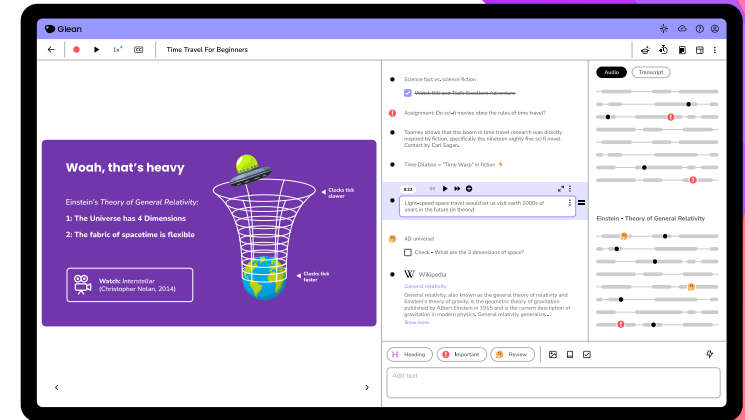
## Step 4.

Review your recording after your group work session. Expand on interesting notes marked in your recording. Create tasks in Glean based on your agreed actions.



## Step 5.

Share your recording with your peers to share tasks, notes and captured images!



## Need more Glean tips and tricks?

Head to our skills portal to learn everything you need to level-up your learning

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