



# 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](#)

Do reach out if you have any feedback or questions about this new tool.

Many thanks,

## 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.**

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, please let me know.

Enjoy!

## **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 a reminder of the resources to support you:

[Glean Skills Portal](#)

Glean Support Team - [Support@Glean.co](mailto:Support@Glean.co)

[Live Tutorial Registration Page](#)