User Guide for Lecturers

Creating NotebookLM Notebooks and Adding Them to uLearn

Turn your course materials into an AI study companion for students

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1. Introduction

1.1 What is NotebookLM?

NotebookLM is Google's AI research and study tool. You create a **notebook** and add your own **sources**, such as lecture notes, slides, readings, websites or YouTube videos. NotebookLM then answers questions, writes summaries and creates study materials **based only on those sources**, with citations showing where each answer came from.

This makes it well suited to teaching: students get an AI study companion that stays within your course content.

Feature	How students can use it
Chat with citations	Ask questions about the course materials and click the numbered citations to see the exact source passage.
Audio Overview	Listen to a podcast-style discussion of the week's topics, for example while commuting.
Video Overview / Mind Map	See a visual summary of how the main concepts connect.
Reports, Flashcards, Quiz	Generate study guides, briefing notes, flashcards and practice quizzes for revision.

1.2 Notebook or Gem?

Use a **NotebookLM notebook** when students should study and explore a defined set of materials, with answers tied to sources. Use a **Gemini Gem** (see the separate guide) when you want an assistant with a particular behaviour, such as a Socratic tutor, that can also draw on general knowledge.

1.3 The overall process

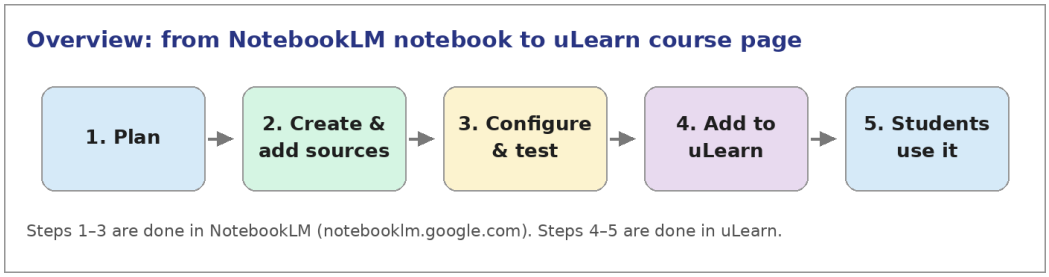


Figure 1: *Overview of the workflow*

2. Planning Your Notebook

One notebook per course, module or assessment usually works best. Decide the following before you start:

Question	Example answer
What is the notebook's **purpose**?	Revision companion for BIT1023 Introduction to Programming, Weeks 1–7.
Who are the **users**?	First-year diploma students.
Which **sources** will you add?	Lecture notes Weeks 1–7 (PDF), course outline, two YouTube tutorials.
What should **not** be included?	Answer schemes, test papers, student work, marks.
How should it **respond**?	Simple English, short explanations with examples, hints instead of full answers.
What will you **prepare** for students?	An Audio Overview for each week and a revision quiz.

3. Creating the Notebook and Adding Sources

1. Go to **notebook.google.com** and sign in with your university Google account.
2. Click **Create new**, or **+ New notebook**.



Figure 2: *The NotebookLM home page*

3. The **Add sources** window opens. Add your course materials:
   - **Upload sources** – drag and drop or browse for files such as PDFs and text files.
   - **Other options** – choose files from **Google Drive** (Docs, Slides), add a **Link** to a website or YouTube video, or **Paste text**.

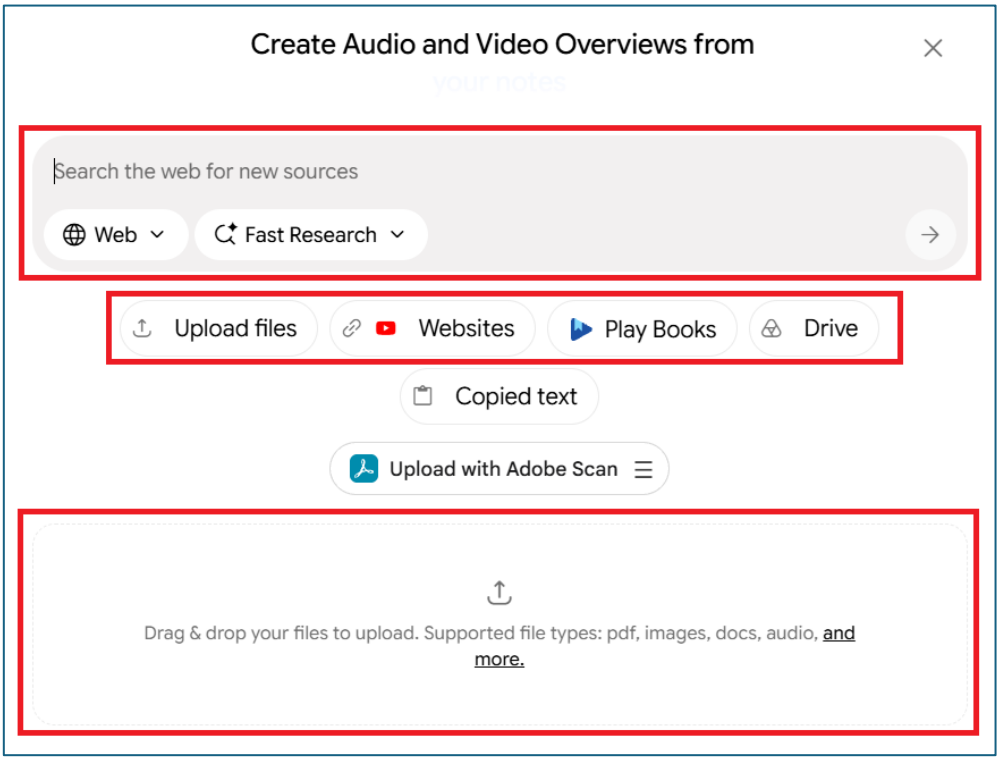


Figure 3: *Adding sources to the notebook*

4. Wait for the sources to finish processing. NotebookLM will produce a short summary of them in the Chat panel.

5. Get to know the notebook layout (numbers refer to Figure 4):
    - **(1) Notebook title** – click it to rename the notebook. Include the course code, e.g. "BIT1023 Introduction to Programming – Study Notebook".
    - **(2) Sources** – lists your materials. Click **+ Add** to add more. Tick or untick sources to control which ones are used in your own chat.
    - **(3) Chat** – ask questions. Answers include numbered citations that link to the source passage.
    - **(4) Studio** – create Audio Overviews, Video Overviews, Mind Maps, Reports, Flashcards and Quizzes from the sources.

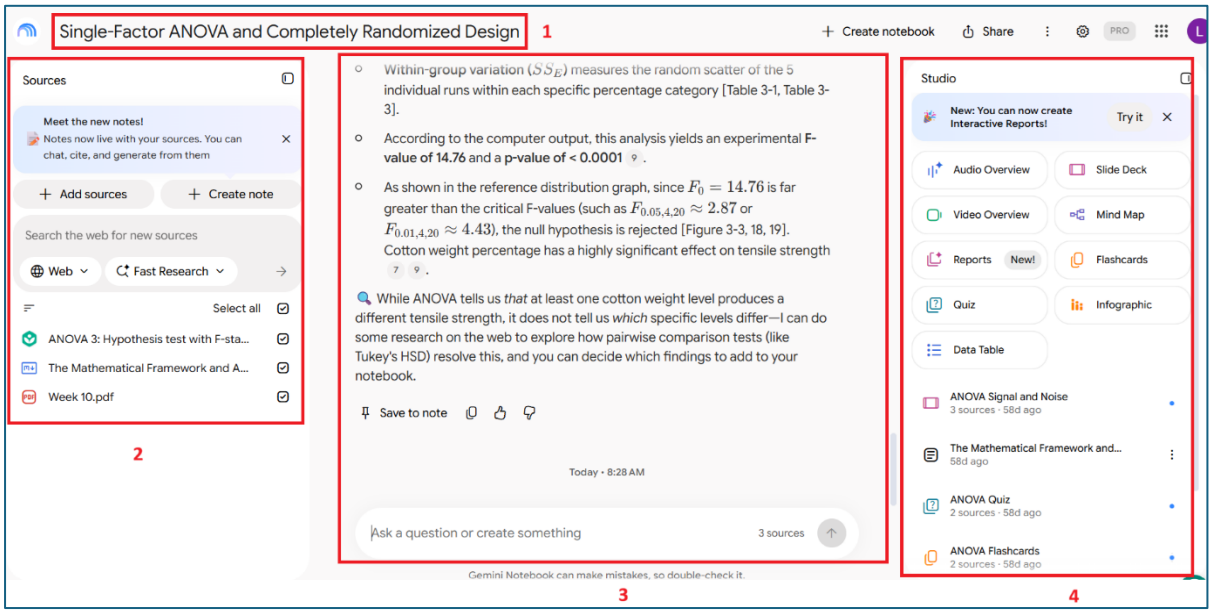


Figure 4: *The notebook layout: Sources, Chat and Studio*

4. Configuring and Testing the Notebook

4.1 Set how the chat responds

1. Click the **settings** (gear) icon for **Configure Chat,** or choose **Configure** option in the Chat panel.
2. Under **Define your conversational goal, style, or role**, choose **Custom** (1). (**Learning Guide** is a ready-made option that encourages step-by-step learning.)
3. Type your instructions (2). You can adapt the template below.
4. Choose a response length and click **Save** (3).

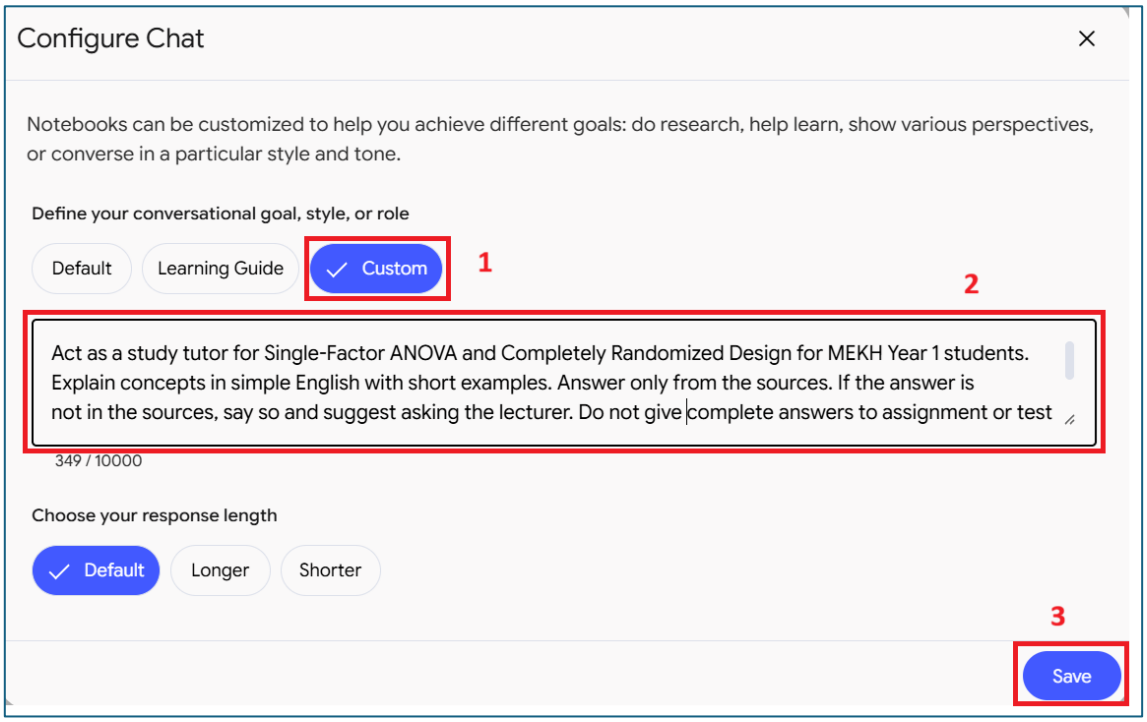


Figure 5: *Configuring the chat style*

```
Act as a study tutor for [course code and name] for [programme and
year] students. Explain concepts in simple [English / Bahasa Melayu]
with short examples. Answer only from the sources. If the answer is
not in the sources, say so and suggest asking the lecturer. Do not give
complete answers to assignment or test questions; give hints instead.
```

4.2 Prepare study materials in Studio

Generating materials in advance means students can use them straight away. In the **Studio** panel, click the type of material you want, for example **Audio Overview** or **Quiz**. Most options let you customise them first, such as choosing the focus topics, length or language. Listen to or read each one before sharing, and delete any that are inaccurate.

4.3 Test the notebook

- Ask a typical student question and check that the citations point to the right place.
- Ask about something not in the sources. The notebook should say it cannot find the answer.
- Ask for the full answer to an assessed question and check the reply follows your instructions.

5. Adding the Notebook to uLearn

To let students view your Notebook, you may share it in uLearn.

1. Change the browser settings (for the first time only). Make sure your browser is **NOT** logged in with UTeM_ID@staf.utem.edu.my.
   a) If you are using Chrome Browser, click on the link chrome://flags/#local-network-access-check, choose **Disable.**
   b) If you are using Edge Browser, click on the link edge://flags/#local-network-access-check , choose **Disable.**
2. Click the + Add **an activity or resource**.
3. Select **Google Gemini**, click Add.
4. Click **Select Content**, log in Google account with your UTeM_ID@staf.utem.edu.my, then click **Select Notebook**.
5. Select the Gem that you want to share with students and click **Add to course**.
6. Click **Add** button, then click **Save and Return to Course**.

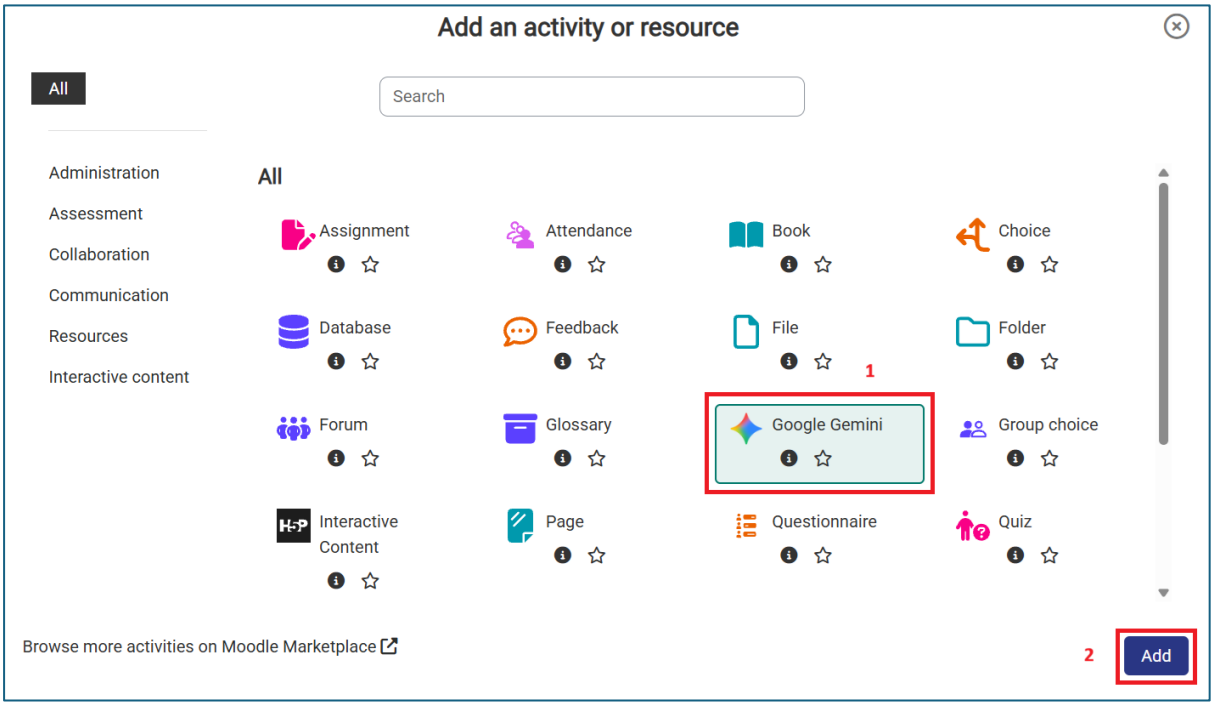


Figure 6: *Type of activity or resource*

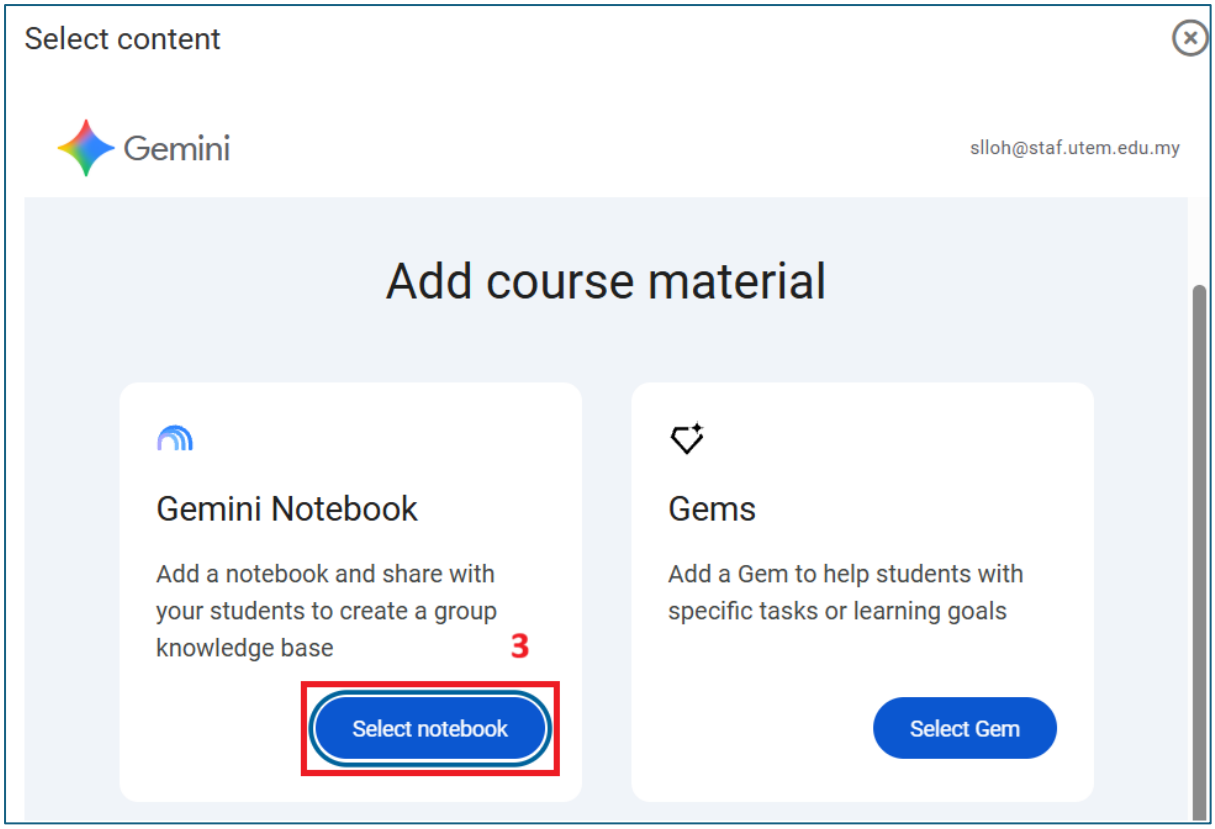


Figure 7: *Selection of type of course material*

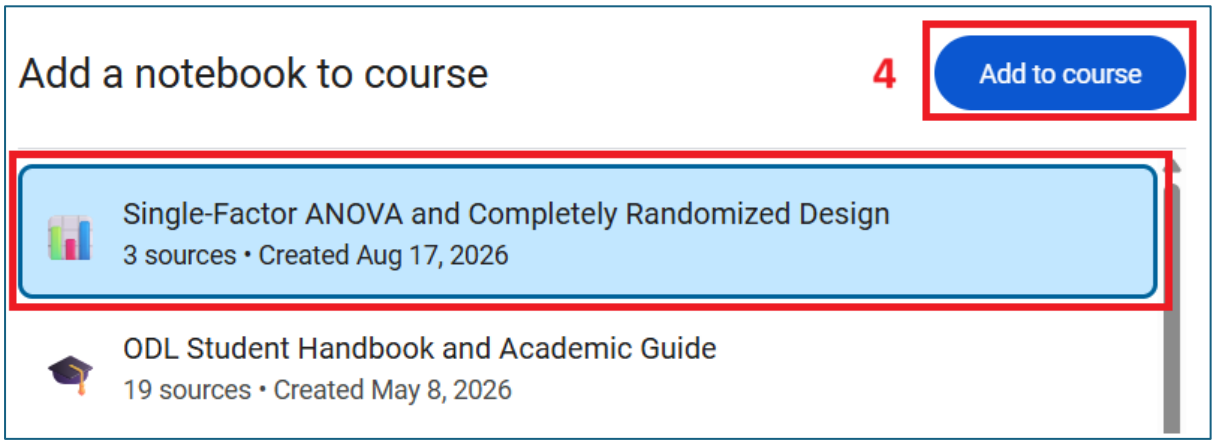


Figure 8: *Sharing the Notebook through uLearn*

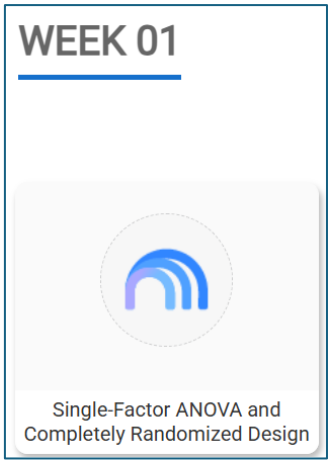


Figure 9: *The Notebook link as students see it on the course page*

Turn off Edit mode and click the link to test it. For a full test, ask a colleague or use a student test account to confirm that a student can open it.

> **Good to know**
>
> Viewers can ask questions and use Studio, but **cannot edit your sources**. Each student's chat is private to them. With Education accounts, notebooks can only be shared with people inside the university; public "Anyone with a link" sharing is not available.

Suggested description for students

You can copy and adapt this text into the URL description:

```
This NotebookLM notebook contains the BIT1023 lecture notes for Weeks
1–7. Ask it questions, listen to the Audio Overviews and try the quiz.
Sign in with your university Google account. Click the numbered
citations to check each answer against the notes. AI can make mistakes,
so ask your lecturer if unsure. Use in assessments must follow the
course AI policy.
```

6. Responsible Use

- **Only add materials you are allowed to share.** Check copyright before uploading textbooks or third-party readings; linking to them may be safer.
- **Protect privacy.** Never upload student work, marks or personal data.
- **Check generated content.** Review Audio Overviews, quizzes and reports for accuracy before students rely on them.
- **Keep the notebook current.** Add new weeks' materials as the semester progresses. The uLearn link stays the same.
- **Explain the rules.** Tell students how they may use NotebookLM in assessments, in line with the course and university AI policy.

Checklist before publishing

Check	✓
Sources are correct, up to date and free of confidential material.	
Chat is configured with suitable instructions and tested.	
Studio materials have been reviewed for accuracy.	
Students have Viewer access only; co-lecturers have Editor access.	
The uLearn link opens in a new window and works for a student account.	
The description explains purpose, sign-in and rules of use.	

7. Troubleshooting

Problem	What to try
I cannot open NotebookLM.	Sign in with your university account. If it is still blocked, NotebookLM may not be enabled for your account; contact PPPK Helpdesk.
A source fails to upload.	Check the file type and size. Scanned PDFs without text may not work well; use a text-based PDF or Google Doc.
Students see "You need access".	Check they are signed in with their university account (not personal Gmail) and that they, or their Google Group, were added in Share.
Answers are too long or too advanced.	Edit the chat configuration: ask for simpler language and choose a shorter response length.