



# DSA Assessors Guide to Recommending Glean

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# Which note taking challenges can students experience?

Note taking can be challenging, especially for students with additional learning needs. Here are some common challenges that students can face when trying to take notes in class.

Student Need	Why this can effect taking notes during a lecture
<b>Specific Learning Difficulties (SpLD) e.g. Dyslexia, Dyspraxia and Dysgraphia</b>	Students can experience weaknesses in short-term memory, speed of information processing and visual motor integration. This can impact their note taking during study events as they are unable to listen and write simultaneously. The difficulty can be exacerbated by a slow writing speed and tendency to make spelling miscues or produce illegible notes when rushing work. This can be made worse by slow reading speed when trying to read visual aids such as slides.
<b>ADHD and Mental Health (inc. Anxiety)</b>	Students can experience difficulty in taking notes during study events due to fluctuations in their concentration and attention which is a frequent cognitive impact of ADHD, ADD and mental health conditions. This means they cannot take a complete set of notes and the difficulty may be exacerbated by an increased tendency to make spelling miscues or produce illegible notes when rushing their work.
<b>Hearing Challenges</b>	Students can experience challenges in taking notes during study events due to difficulty in hearing speakers with sufficient clarity and consistency. This means they cannot take a complete set of notes and the difficulty may be exacerbated by the level of background noise, the seating available, and other factors.
<b>Physical Disability and Chronic Pain</b>	Students can find it challenging to take notes during study events due to difficulty in writing or typing at speed.

# How does Glean help with these note taking challenges?

Glean helps students take better notes, improve grades, boost confidence and reduce stress. You can use Glean when studying in-person or remotely and unlike other tools, Glean works without an active internet connection.

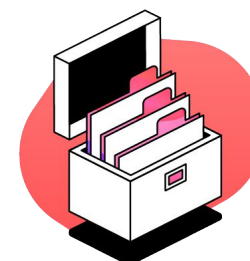
## Capture everything from class

- Record everything that's said
- Import and integrate lecture slides
- Attach quick labels, notes and tasks



## Organise your notes and time

- Convert recorded audio into text
- Organise notes into collections
- Perform quick keyword searches



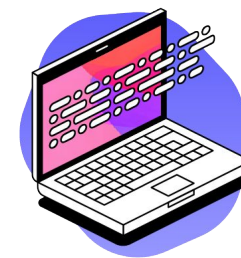
## Refine at your own pace

- Listen back and edit your notes
- Improve clarity with 'audio clean-up'
- Add definitions, images and web links



## Apply your learning

- Export notes or print them out
- Review notes in a 'Reading View'
- Access notes across all of your devices



# How can you demonstrate and learn about Glean?

To help you demonstrate Glean, and learn more about how Glean works, we've provided some useful links below. You can also get in touch with our AT team at any time if you have any questions or need further support.

[90-Second Promo Video](#) [3-Minute Explainer Video](#) [Free Evaluator Account](#) [Live Training Webinars](#) [Book a 1-2-1 Session](#) [Glean Skills Portal](#) 

You can also find these resources on our [Glean Recommenders Hub](#). You might find it useful to bookmark this page. If you have any other questions about recommending or using Glean, get in touch with a member of our team.



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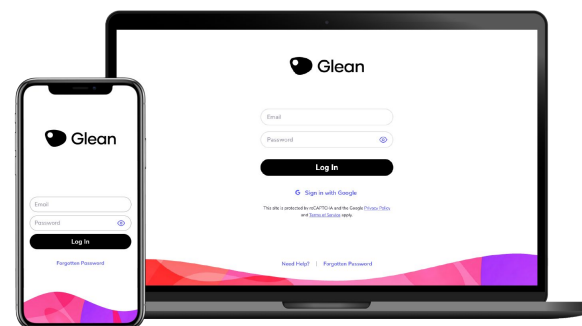
[helena.harrison@glean.co](mailto:helena.harrison@glean.co)

# Which Glean packages can you recommend?

The following packages can be recommended and purchased via [these approved resellers](#). Both packages also have a 'Mobile Bundle' option, which includes an additional directional microphone and portable power bank.

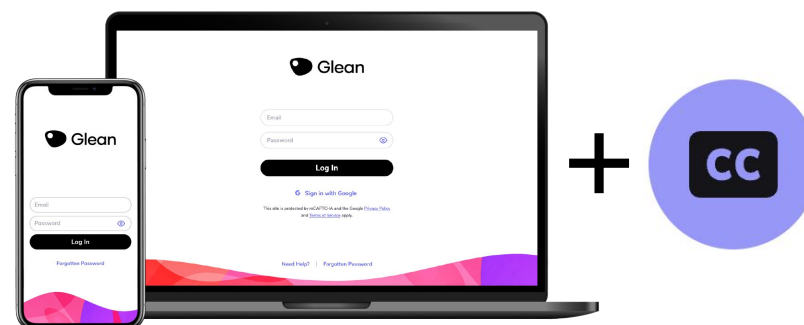
## Glean Notes

- **Includes:** Glean Web App, Glean Mobile App
- **Subscription:** Course-long Access
- **Suitability:** Any student with note taking challenges



## Glean Notes + Captions

- **Includes:** Glean Web App, Glean Mobile App, Live Captions
- **Subscription:** 1-5 year subscription
- **Suitability:** Students with a hearing impairment and/or any student with note taking challenges



# Do you need to recommend a microphone?

Many students will not need an external microphone, as the in-built microphone will be sufficient. However, if you determine that an external microphone will be helpful, we would recommend you consider the following options:

## Andrea SG-110

- The [Andrea-SG-110](#) is an analogue microphone, that works on most devices
- Includes a [C-300 Adapter](#), for devices with a dedicated microphone port
- Includes a USB-C adapter for USB-C devices without a 3.5mm audio port.
- To use the microphone with Apple devices that only have a lightning port, you will need to recommend a separate [Lightning to 3.5mm adapter](#)



## Samson Go

- The [Samson Go](#), is a USB mic, compatible with laptops and desktops
- Includes USB cable, cable clip and carry case
- Includes a 3.5mm headphone output





# NAR sample justifications for Glean Notes

Below are some sample statements that could be used to justify recommending Glean to a student. These can be used in the 'recommended strategies' section of the needs assessment report.

## Glean Notes: All Funding Bodies

Glean will enable **STUDENT\_NAME** to use their laptop or mobile device to make personalised recordings of lectures, seminars and other study sessions delivered on campus and remotely over the internet.

During study events, instead of trying to listen and write simultaneously, Glean will enable the student to capture all spoken information, make brief text notes, add headings, highlight key moments and insert lecture slides whilst maintaining their ability to listen, focus and participate in class.

The student will then be able to revisit their personalised recordings, review the brief text notes and key moments identified, playback relevant parts of their recording and create a comprehensive set of notes at their own pace.

Although other options were considered, Glean was chosen as it is the only solution that works with both face-to-face and remote learning and that the student can use on their own laptop, mobile device, or campus based computer without internet access. It's intuitive design will also reduce reliance on 1-2-1 training to be able to use the software effectively.

# NAR sample justifications for Glean Notes + Captions

**Important:** SFE will only approve Glean Notes + Captions for students with a hearing impairment, who need captioning to access online study materials only. This restriction does not apply for SFW, SFNI and SASS students.

SFE Only (England)	SFW, SFNI and SAAS (Wales, N.Ireland, Scotland)
<p>Due to their hearing impairment, <b>STUDENT_NAME</b> struggles to access spoken information delivered in lectures, seminars, group work, and during independent study sessions.</p> <p>With Glean, the student will be able to use their laptop to access accurate, live captions from in-person and remote teaching sessions. This will allow them to overcome challenges with processing spoken information and enable them to engage and participate in seminars and group work. As well as live events, they can use Glean in their independent study where they are required to use 3rd party, pre-recorded material, where captions are not available.</p> <p>Other options were considered, but Glean was chosen as it provides cost-effective, uncapped captioning, alongside a range of note taking tools, giving the student the freedom to caption all their learning activities without limitations. Please note, whilst their institution may offer live captions in lectures, this is often unavailable for seminars and informal group work. This student is also required to study from a range of 3rd party media, where live captions are not guaranteed.</p>	<p>Glean will enable <b>STUDENT_NAME</b> to use their laptop or mobile device to make personalised recordings of lectures, seminars and other study sessions delivered on campus and remotely.</p> <p>During study events, instead of trying to listen and write simultaneously, Glean will enable the student to capture all spoken information, make brief text notes, tag key moments and insert lecture slides whilst maintaining their ability to listen, focus and participate in class. Their accessibility needs will be supported further by access to accurate live captions.</p> <p>The student will then be able to revisit their personalised recordings, review the brief text notes and key moments identified, playback relevant parts of their recording and create a comprehensive set of notes at their own pace.</p> <p>Other options were considered, but Glean was chosen as it provides cost-effective, uncapped captioning, alongside a range of note taking tools, enabling the student to access their studies, and take notes independently, without limitations. It's intuitive design will also reduce reliance on 1-2-1 training to be able to use Glean effectively.</p>



# Glean web and mobile app feature comparison

Here is a list of all the key features included with Glean. Please note, that as well as the features listed below, the Glean Notes + Captions edition also includes uncapped live captions on the web app.

Features	Web	Mobile
<b>Compatibility</b>		
Windows and Mac	✓	✗
Chromebook	✓	✗
Android and iOS	✗	✓
<b>Accessibility</b>		
Works Offline	✓	✓
Dark Theme	✓	✓
Lightning Mode	✓	✓
Keyboard Shortcuts	✓	✗
Layout Toggles	✓	✗
<b>Recording and Playback</b>		
Record Audio from Microphone	✓	✓
Record Audio from Screen	✓	✗
Adjust Playback Speed	✓	✓
Audio Clean Up Tools	✓	✓
<b>Notes and Annotations</b>		
Add Text Notes	✓	✓
Add Labels	✓	✓
Add Headings	✓	✓
Add Tasks	✓	✓
Add Definitions	✓	✓
Add URL Previews	✓	✓

Features	Web	Mobile
<b>Presentation Slides</b>		
Import PowerPoint Slides	✓	✓
Import PDF Files	✓	✓
Post Slides into Notes	✓	✓
Extract Text from Slides	✓	✗
<b>Importing Media</b>		
Import Audio File	✓	✗
Import Image from File	✓	✓
Insert Image from Web	✓	✗
Take Screenshots	✓	✗
Take Pictures on Mobile	✗	✓
<b>Transcription</b>		
Transcribe Audio to Text	✓	✓
Transcription Synced with Audio	✓	✓
Transcription Word Highlighting	✓	✓
Copy Transcript to Notes	✓	✗
<b>Event Management</b>		
Create Collections/Folders	✓	✓
Perform Keyword Searches	✓	✗
View Tasks Across All Events	✓	✓
Export Notes and Images	✓	✗
Free Up Space on Device	✓	✓