



# A Guide to Recommending Glean in North America

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# Which note taking challenges can individuals experience?

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

<b>Individual Need</b>	<b>Why this can effect taking notes</b>
<b>Specific Learning Difficulties (SpLD) e.g. Dyslexia, Dyspraxia and Dysgraphia</b>	Individuals can experience weaknesses in short-term memory, speed of information processing and visual motor integration. This can impact their note taking during study or work 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>	Individuals can experience difficulty in taking notes during study or work 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>	Individuals can experience challenges in taking notes during study or work 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>	Individuals can find it challenging to take notes during study or work events due to difficulty in writing or typing at speed.

# How does Glean help with these note taking challenges?

Glean helps individuals 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.

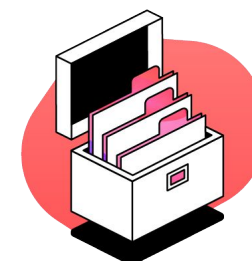
## Capture everything from class

- 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



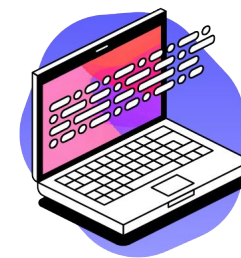
## Refine at your own pace

- 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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# What options are there for buying or trying Glean?

Glean is available to buy directly via our website, via approved resellers, or you can send us a purchase order. Subscriptions are available for 1-4 years. We also offer a 30 day free trial for anyone wanting to try before they buy.

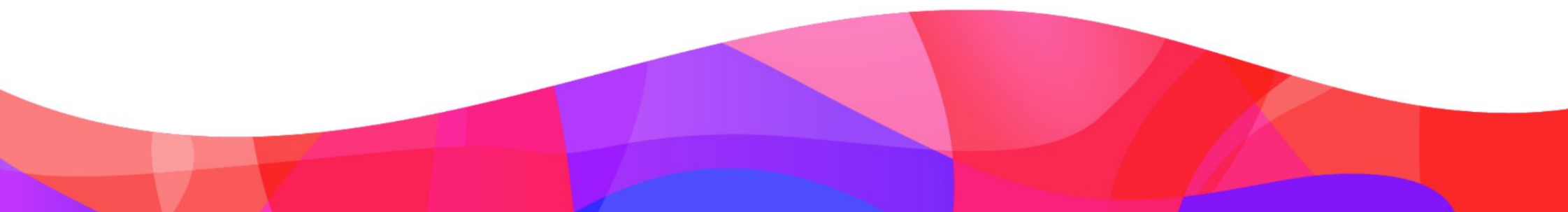
Buy via the Glean website	Buy via an approved reseller
<ul style="list-style-type: none"><li>• Buy directly or on behalf of an end user</li><li>• Visit the <a href="#">Glean Pricing Page</a></li></ul>	<ul style="list-style-type: none"><li>• Use your preferred supplier</li><li>• View our <a href="#">Approved Resellers List</a></li></ul>
Get a quote and buy via purchase order	Trial Glean before purchasing
<ul style="list-style-type: none"><li>• Create a <a href="#">Individual User Quote</a></li><li>• Send a PO to <a href="mailto:orders@glean.co">orders@glean.co</a></li></ul>	<ul style="list-style-type: none"><li>• Sign up for a <a href="#">Free Trial Now</a></li><li>• No credit card details needed</li></ul>

If you need to set Glean up as a vendor before purchasing, or you need any information on data security, including access to our HECVAT, SOC 2 Type I and SOC 2 Type II reports, please use the links below.

[Vendor Essentials Information](#)



[Data Security Information](#)



# 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



# Sample justifications for AT evaluation reports

Below are some sample statements that could be used to justify recommending Glean. Feel free to edit these as required for use in your written AT evaluation reports.

## Glean Notes

Glean will enable **INDIVIDUAL\_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 user 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 user will then be able to revisit their personalised recordings, transcribe audio into text, 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.

# Glean web and mobile app feature comparison

Here is a list of all the key features included with Glean. All of the essential features are included in both the web and mobile app, however, some additional features are only available 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	✓	✓