Glean

Workplace Assessors Guide to Recommending Glean

Contents

Which note taking challenges can employees experience?

Note taking can be challenging, especially for employees with additional learning needs. Here are some common challenges that can be faced when trying to take notes in the workplace.

Employee Need	Why this can effect taking notes in the workplace
Specific Learning Difficulties (SpLD) e.g. Dyslexia, Dyspraxia and Dysgraphia	Employees can experience weaknesses in short-term memory, speed of information processing and visual motor integration. This can impact their note taking during meetings, interviews and training 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.
ADHD and Mental Health (inc. Anxiety)	Employees can experience difficulty in taking notes during meetings, interviews and training 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.
Hearing Challenges	Employees can experience challenges in taking notes during meetings, interviews and training 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 background noise, the seating available, and other factors.
Physical Disability and Chronic Pain	Employees can find it challenging to take notes during meetings, interviews and training events due to difficulty in writing or typing at speed.

How does Glean help with these note taking challenges?

Glean helps employees take better notes, increase productivity, boost confidence and reduce stress. You can use Glean when working in-person or remotely and unlike other tools, Glean works without an active internet connection.
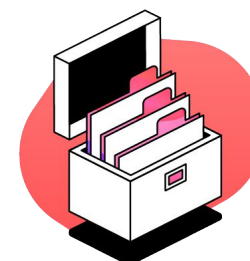
Capture everything from meetings

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

Organise your notes and time

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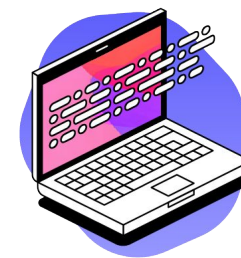- Organise notes into collections
- Perform quick keyword searches

Refine at your own pace

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

Access your notes anywhere

- 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**. Visit our **Glean at Work** page to see how Glean can help in a professional setting. If you have any other questions about recommending or using Glean, get in touch with a member of our team.

Lee Chambers

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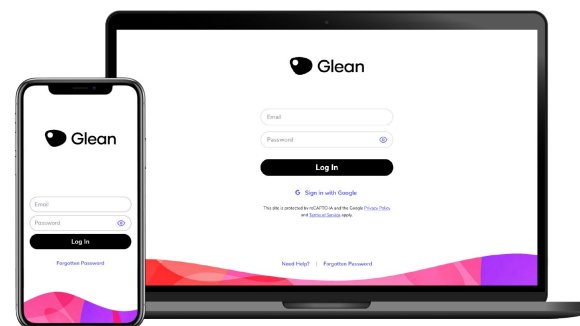**Helena Harrison**

helena.harrison@glean.co

Which Glean packages can you recommend?

The following packages can be recommended and purchased via **these approved resellers**. Please note, if you are considering recommending an additional microphone, we've included some suggestion on the next page.

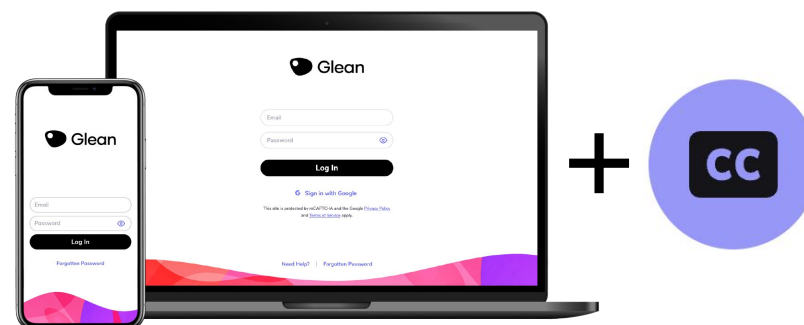## Glean Notes

- **Includes**: Glean Web App, Glean Mobile App
- **Subscription**: 3-year subscription
- **Suitability**: Any employee with note taking challenges

Glean Notes + Captions

- **Includes**: Glean Web App, Glean Mobile App, Live Captions
- **Subscription**: 3- year subscription
- **Suitability**: Any employee with note taking challenges, especially those with a hearing impairment

Do you need to recommend a microphone?

Many employees 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 needs assessment reports

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

Glean Notes	Glean Notes + Captions
Glean will enable EMPLOYEE_NAME to use their laptop or mobile device to make personalised recordings of meetings, interviews and training events, delivered face-to-face or remotely over the internet. During these events, instead of trying to listen and write simultaneously, Glean will enable the employee to capture all spoken information, make brief text notes, tag key moments, highlight important tasks, and insert presentation slides, whilst maintaining their ability to listen, focus and participate in the workplace. The employee 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. Other options were considered, but Glean was chosen as it is cost-effective, easy to use, and offers a range of note taking tools, that will enable the employee to take notes independently, without limits.	Glean will enable EMPLOYEE_NAME to use their laptop or mobile device to make personalised recordings of meetings, interviews and training events, delivered face-to-face or remotely over the internet. During these events, instead of trying to listen and write simultaneously, Glean will enable the employee to capture all spoken information, make brief text notes, tag key moments, highlight important tasks, and insert presentation slides, whilst maintaining their ability to listen, focus and participate in the workplace. Their accessibility needs will be supported further by access to accurate and uncapped live captions. The employee 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. Other options were considered, but Glean was chosen as it is cost-effective, easy to use, offers uncapped captioning, and includes a range of note taking tools, that will enable the employee to take notes independently, without limits.

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 <u>uncapped live captions</u> on the web app.

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

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