Glean

DSA Assessors Guide to Recommending Glean
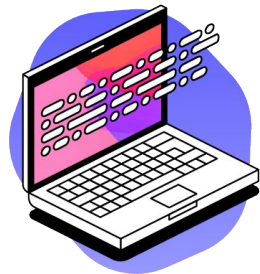
Contents

Which note taking challenges can students experience?

Note taking can be a difficult task, especially for students with additional learning needs. This table highlights some common challenges.

Student Need	Why this can effect taking notes during a lecture
Specific Learning Difficulties (SpLD) e.g. Dyslexia	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.
ADHD and Mental Health (inc. Anxiety)	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.
Hearing Challenges	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.
Physical Disability and Chronic Pain	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 to improve grades, boost confidence and reduce stress, so that more students graduate successfully.

Access Glean anywhere

- Win, Mac, Chrome, Android & iOS compatible
- Works when you're online or offline
- Use it when studying in-person or remotely
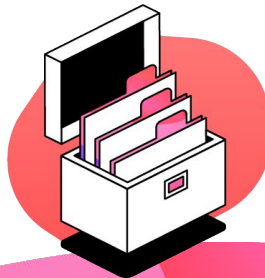- Events are stored locally and in the cloud

Capture everything that's said

- Record every word, whether in-person or online
- Flag key moments as you listen, with text or labels
- Create tasks and assign due dates
- Import slides and integrate them with your notes

Refine your understanding

- Listen back and refine your notes
- Improve playback quality with audio clean-up
- Transcribe your recorded audio into text
- Add definitions, images, and URL previews

Organise your notes

- Use the reading view to review and digest notes
- Export notes to a Word processor or print them out
- Keep notes tidy and focussed with collections
- Perform keyword searches to find what you need

Glean web and mobile app feature comparison

For the best experience with Glean, we recommend using a combination of the Glean web app and Glean mobile 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	✅	✅

How can you demonstrate Glean and learn more about it?

To help you demonstrate Glean, we've provided some useful links below to our 3-minute explainer video, and product slideshow. There is also a link where you can request a free evaluator account, should you want to demonstrate it live.

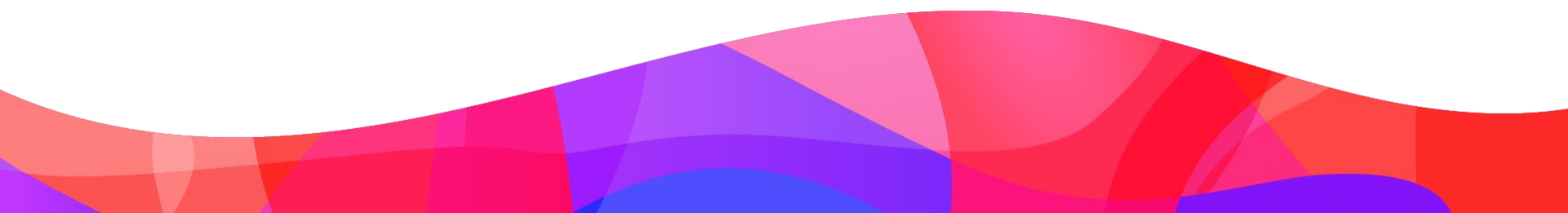**Explainer Video**   **Product Slideshow**   **Evaluator Account**

We run regular, live training webinars every month, covering both the essential and advanced features in Glean. If you'd like to attend a webinar, you can find registration links by visiting **glean.co/solutions/recommend-glean** and scrolling to the 'Webinars and Videos' section.

If you would prefer to learn in your own time, we've added links to previous webinar recordings and Glean Skills Portal below.

'Meet Glean' Webinar   **'Become an Expert' Webinar**   **Glean Skills Portal**

Which Glean packages can you recommend?

The following packages can be recommended and purchased via **these approved resellers**.

Glean for DSA	Glean DSA Mobile
• Glean Web App (Win/Mac/Chrome OS) • Glean Notes Mobile App (Android/iOS)	• Glean Web App (Win/Mac/Chrome OS) • Glean Notes Mobile App (Android/iOS) • Andrea SG110 Directional Microphone • Cygnet 10000 Portable Power bank

Many students will not need an external microphone, as the in-built microphone will be sufficient. However, if a student is a significant distance from the speaker, an external microphone may help, and we would recommend you consider the following options:

• **Andrea SG-110** (included in the DSA Mobile version), an analogue microphone, compatible with devices with a shared audio port.

  • To use this on a device with a dedicated microphone port (PC, DVR, USB adapter), use the included **C-300 Mobile Adapter**.

  • To use this on a device without an audio port, you will need a separate **Lightning to 3.5mm adapter** or **USB-C to 3.5mm adapter**.

• **Samson Go**, a USB mic, compatible with laptops and desktops.

Sample recommendations for needs assessment reports

Below are some sample justifications for recommending Glean to DSA students.

Glean for DSA	Glean DSA Mobile
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.	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, highlight key moments and insert lecture slides whilst maintaining their ability to listen, focus and participate in class.	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, 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.	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.	The inclusion of a directional microphone is necessary to improve sound quality as the internal microphone in the students mobile phone is inadequate to the task. A portable mobile device charger is also required to enable recordings to continue even if the phone battery is low.
	Although other options were considered, Glean was chosen as it's 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.

Who can you contact for additional support?

If you have any questions about recommending or using Glean, get in touch with a member of our team, or visit our **Assessor Support Hub**.

Lee Chambers

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Book a Meeting

Helena Harrison

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