



Assessors Guide to Recommending Glean

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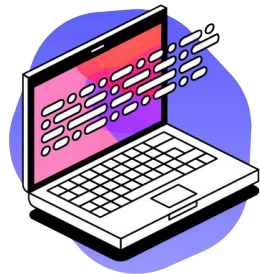
Which note taking challenges can individuals experience?

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

| Individual Need | Why this can effect taking notes during a lecture |
|---|--|
| Specific Learning Difficulties (SpLD) e.g. Dyslexia | 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 or documents. |
| ADHD and Mental Health (inc. Anxiety) | 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. |
| Hearing Challenges | 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 background noise, the seating available, and other factors. |
| Physical Disability and Chronic Pain | 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 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



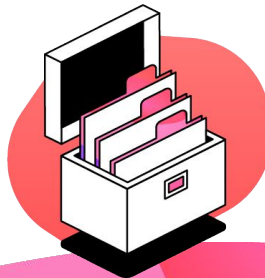
Capture everything that's said

- 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?

Glean is available to purchase from our website, either directly by the end user, or by someone else on behalf of an end user. It is also available from selected resellers. We also offer a 30 day free trial for anyone wanting to trial the software before purchasing.

Purchase via Website

View Approved Resellers

30-Day Free Trial

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

- The [Samson Go](#), a USB microphone, compatible with laptops and desktops.
- The [Andrea SG-110](#), an analogue device, compatible with tablets, and most smartphones with a shared audio port.
- Please note, in order to use the Andrea SG-110 with a mobile device that has a lightning or USB-C port, you will need a separate [Lightning to 3.5mm adapter](#) or [USB-C to 3.5mm adapter](#).



Sample recommendations for needs assessment reports

Below are some sample justifications for recommending Glean to employees.

Glean Justification

Glean will enable **USER_NAME** to use their laptop or mobile device to make personalised recordings of lectures, seminars, meetings, interviews or training sessions delivered face-to-face and remotely over the internet.

During these events, instead of trying to listen and write simultaneously, Glean will enable the user to capture all spoken information, make brief text notes, highlight key moments and insert presentation slides, whilst maintaining their ability to listen, focus and participate in their lectures, seminars, meetings, interviews and training sessions.

The user 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.

If you are also recommending an external microphone, consider adding:

The inclusion of a directional microphone is necessary to improve sound quality as the internal microphone in the user's device is inadequate to the task.

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](#).



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Book a Meeting



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