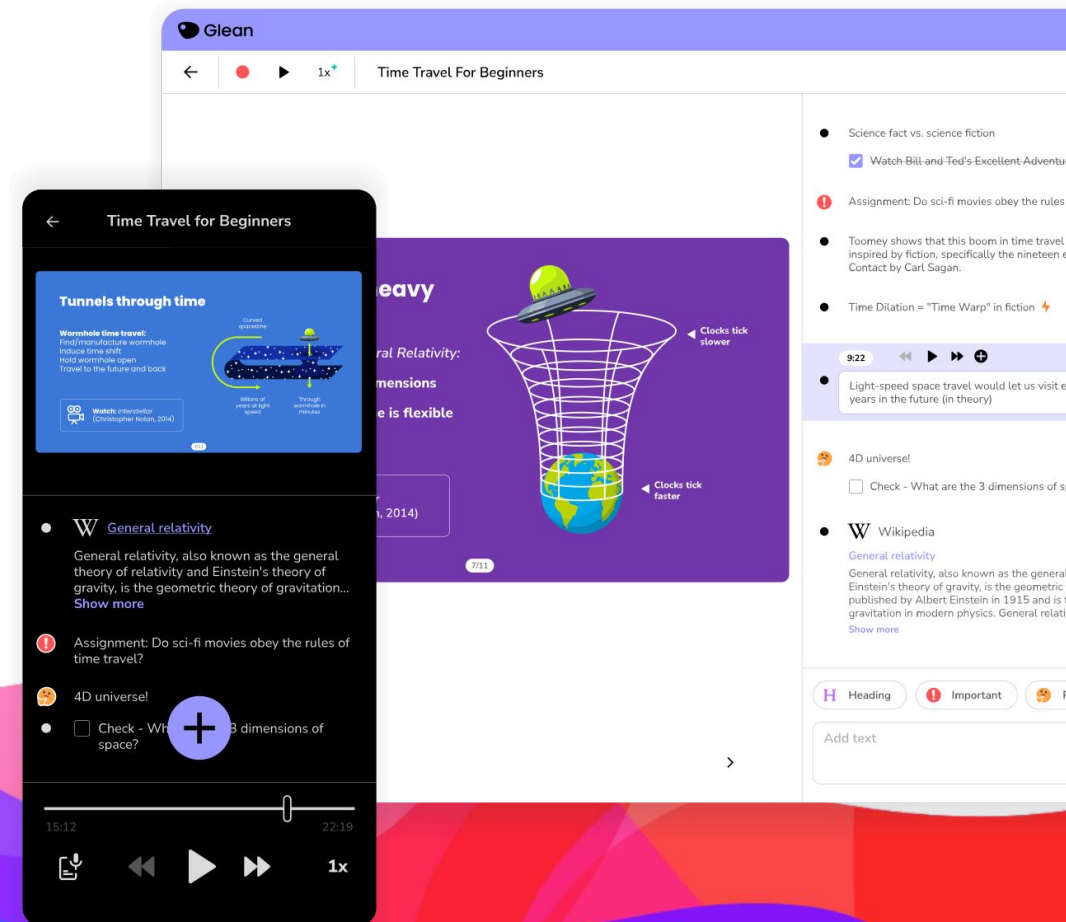




Canada Guide to Recommending and Purchasing Glean

Contents

- [Common note taking challenges](#)
- [How Glean helps with these challenges](#)
- [Versions, quotes and purchasing options](#)
- [Justifications for AT evaluation reports](#)



Common note taking challenges

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

Individual Need	Why this can effect taking notes during a lecture
Specific Learning Difficulties (SpLD) e.g. Dyslexia, Dyspraxia and Dysgraphia	Individuals 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)	Individuals 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	Individuals 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	Individuals can find it challenging to take notes during study events due to difficulty in writing or typing at speed.

How Glean helps with these challenges

Our simple 4 stage note taking process helps people take better notes, boost confidence and reduce stress, and it really does work! In a recent user survey, 84% of student users say Glean has helped them achieve better grades.

1. Capture all of the information

- Works in-person or online, on any device
- Record every word without missing a thing
- Import presentation slides and PDFs
- Attach quick labels, notes, tasks and scribbles



2. Organise your notes and time

- Transcribe recorded audio into text
- Generate an outline of the topics covered
- Organise notes into collections
- Perform quick keyword searches



3. Refine notes at your own pace

- Listen back to key moments at your pace
- Improve clarity with 'audio clean-up'
- Use 'Focus Timer' to plan study sessions
- Add notes, definitions, images and links



4. Apply what you have learned

- Test your knowledge with our quizzing tool
- Review notes in a 'Reading View'
- Export notes or print them out
- Access notes across all of your devices



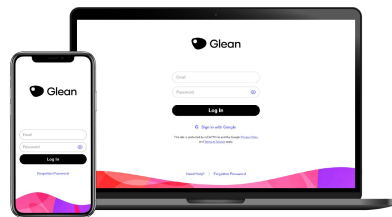
Versions, quotes and purchasing options

There are 2 versions of Glean available, Glean Notes and Glean Notes + Captions. Subscriptions are available from 1 to 4 years and can be purchased via our website or by emailing a purchase order. Glean can be purchased by anyone, and some may be able to access funding and support via various schemes including the [Canadian Student Grant](#).

Glean Notes

Includes: Glean Web & Mobile App

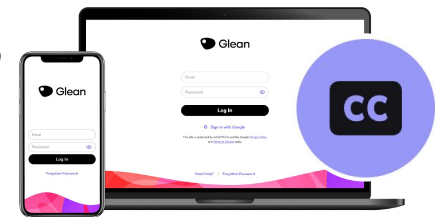
Subscription: 1 to 4 years



Glean Notes + Captions

Includes: Glean Web & Mobile App
plus unlimited live captions

Subscription: 1 to 4 years



Quotes and Purchasing

- **Quotes:** If you need an official quote for funding approval or to raise a purchase order, you can [create a quote using this form](#).
- **Website:** End users can pay by card [via our website](#).* There is also an option to buy on behalf of someone else.
*The Glean Notes + Captions version is only available to purchase via a purchase order, NOT through the website.
- **Purchase Order:** Email orders to orders@glean.co. You'll receive an invoice that can be paid via cheque, card or bank transfer.

Product Information

- **Compatibility:** To check if Glean will work on your device, please visit glean.co/specification
- **Accessibility:** To view our accessibility statement, and access our VPAT, please visit glean.co/accessibility-statement
- **Data Security:** For information on data security and practices, including access to our HECVAT, SOC 2 Type I and SOC 2 Type II reports and third party data processors, please visit glean.co/security.

Justifications for AT evaluation reports

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

Glean Notes

Glean will enable **USER_NAME** to use their laptop or mobile device to make personalised recordings of lectures, 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 user 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.

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.

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 Notes + Captions

Glean will enable **USER_NAME** to use their laptop or mobile device to make personalised recordings of lectures, 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 user 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.

Their accessibility needs will be supported further by access to accurate and uncapped live captions.

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.

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.