Hi everybody,

I’ll shortly be inviting you to a group training session to get to grips with our new note taking tool, Glean.

**What’s Glean?**

It’s a simpler, smarter solution for note taking support. Using a web and mobile app students are

empowered to take notes independently and improve learning outcomes.

**The highlights for students:**

* A step-by-step note taking process combining audio, text and slides
* Accessible interface for most learning needs
* Suitable for in-person classes and with online learning

**The plusses for us:**

* In-built training within the app and a suite of resources
* Insight into student usage to tailor support
* Bulk invite and license management for easy admin

**Getting Trained**

I want to run a short training session with the team to show you Glean, as well as Glean Admin which

allows us to easily manage and monitor our licenses.

We’ll look at the best way to introduce Glean to students and how to answer their questions effectively.

I’d love you to be part of our rollout team as you’re key to supporting students with note taking accommodations.

The session should give you the tools you need to train students confidently.

**Training Details**

Date:

Time:

Venue:

Come prepared with:

If you want to check Glean out before our session together, you can head to their website here glean.co/institutions .

Many thanks,