Glean

AtW Assessors Guide to Recommending Glean
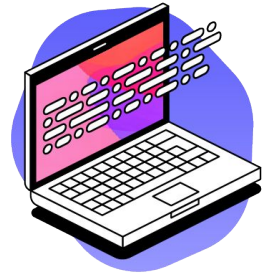
Contents

Which note taking challenges can employees experience?

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

Employee Need	Why this can effect taking notes during a lecture
Specific Learning Difficulties (SpLD) e.g. Dyslexia	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 slides and documents.
ADHD and Mental Health (inc. Anxiety)	Employees can experience difficulty in taking notes during meetings, interviews and training sessions 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	Employees can experience challenges in taking notes during meetings, interviews and training sessions 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	Employees can find it challenging to take notes taking during meetings, interviews and training sessions due to difficulty in writing or typing at speed.

How does Glean help with these note taking challenges?

Glean helps to increase productivity, boost confidence and reduce stress, so that employees can fulfil their job roles more effectivley.

Access Glean anywhere

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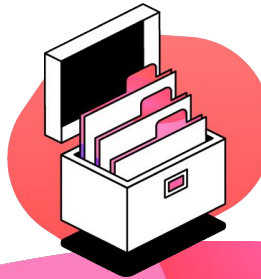- Events are stored locally and in the cloud

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.

	Web	Mobile
Compatibility		
Windows and Mac	✅	❌
Chromebook	✅	❌
Android and iOS	❌	✅
Accessibility		
Works Offline	✅	✅
Dark Mode	✅	✅
Lightning Mode	✅	✅
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	✅	✅

	Web	Mobile
Presentation Slides		
Import PowerPoint Slideshow	✅	❌
Import PDF Slideshow	✅	✅
Insert Slides into Recording/Notes	✅	✅
Post Text from Slides into Recording/Notes	✅	❌
Importing Media		
Import Audio File	✅	❌
Import Image from File	✅	✅
Import Image from Web	✅	❌
Take Screenshots	✅	❌
Take Pictures with Camera	❌	✅
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	✅	❌

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.

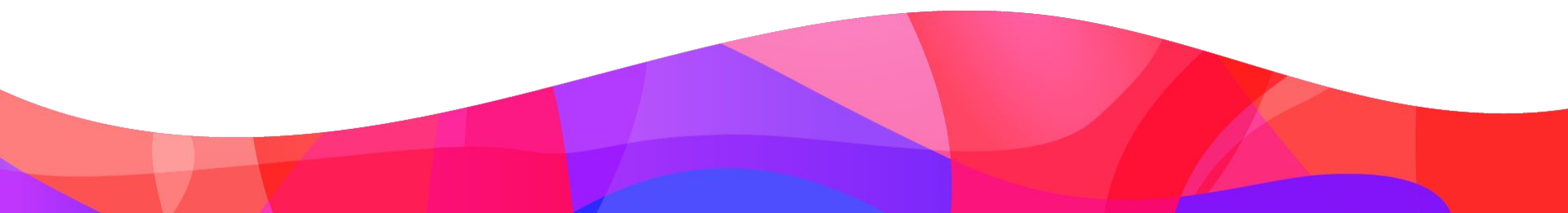**Explainer Video** **Product Slideshow** **Evaluator Account**

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 AT Edition	Subscription Length
• Glean Web App (Win/Mac/Chrome OS) • Glean Notes Mobile App (Android/iOS)	• Glean AT Edition provides users with access for a 3-year period

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 AT Edition

Glean will enable EMPLOYEE_NAME to use their laptop or mobile device to make personalised recordings of meetings, interviews and 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 employee 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 meetings, interviews and training sessions.

The employee 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 for 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**.

Lee Chambers

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Book a Meeting

Helena Harrison

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