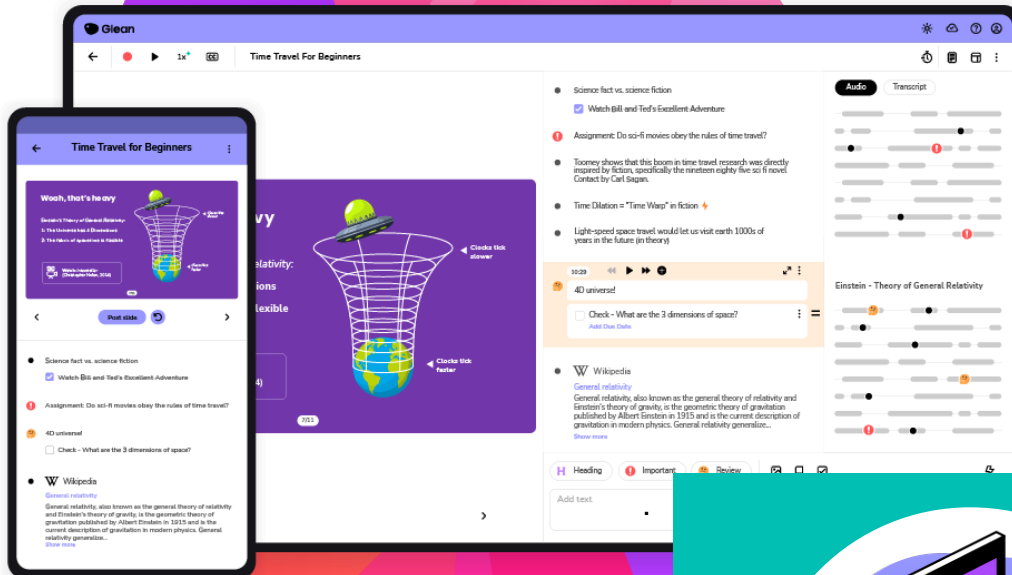# Adapt-IT

Glean – Seamless Note-Taking and More!

Glean's personal study app ensures learners don't waste information that matters.

Students and employees can capture everything from class and work, stay organised, review content at their own pace, and build personalised resources through a structured, AI-assisted learning process.

Trusted by more than 700 institutions globally, Glean works to empower 100,000s of learners and workers to reduce stress and learning waste, boost confidence, and improve learning, grades and productivity.

Glean provides space to focus on active listening and then a process to refine and retain information effectively.

Accessibility

Glean is compatible with Chromebook, Mac, Windows, iOS and Android.

It is regularly tested with screen readers and designed with keyboard accessibility in mind and is fully usable without mouse input.

All text elements within the interface meet WCAG 2 Level AA standards.

Find out more about Glean's accessibility on their Help Centre.

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Features

- **Record –** Capture everything from your meetings and classes.
- **Live Captions** - a real-time transcript while recording.
- **Quiz Me** - AI will review your transcript and create a short quiz to test your knowledge
- **Attach Quick Labels and Notes –** Mark up important moments with quick labels, time stamped to your recording.
- **Import Presentation Slides –** Import slides for structure and context.
- **Convert Audio To Text –** Transcribe audio for review.
- **Sort and Search Classes/Meetings –** Categorise your recordings for clean, easy filing.
- **Add Definitions and Images –** Add definitions and info from Wikipedia and attach photos within Glean.
- **Clean Up Audio –** Get rid of background noise, coughs and other distractions.
- **Tasks –** Set tasks from classes/meetings and display in a tidy list with tickboxes.
- **Work Across Devices –** Access your notes across devices and on the go.

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Fun Facts About Glean

- You can use Glean offline if you're logged in. It automatically keeps you logged in for 30 days.
- You can add labels using 'Quick Actions'. To show the list of quick actions press the '/' key.
- You can import slides into your Glean before, during or after a recording.
- When you paste a web address (URL) into Glean, it adds a hyperlink and also shows a preview of the web page.
- Glean's 'Focus Timer' function is based on the Pomodoro Technique study strategy.
- On the mobile app, you can take pictures with your camera and insert it into your notes.
- You can change the layout of Glean and hide slides, notes and audio/transcript.
- You can free up storage space used by Glean on your laptop/mobile without deleting events.
- There is a series of bite-sized how-to videos on Glean's Skills Portal.

The Pomodoro Technique

The Pomodoro Technique was born in the late 1980s by then-university student Francesco Cirillo who was struggling to focus on studies and complete assignments. He asked himself to commit to 10 minutes of study time and used a tomato shaped kitchen timer. Pomodoro is tomato in Italian, hence the name!

1. Get a to-do list and a timer.
2. Set your timer for 25 minutes and focus on a single task until the time is up.
3. Mark off one pomodoro and record what you completed.
4. Enjoy a 5-minute break.
5. After four pomodoros, take a longer 15–30-minute break.

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Tools for Admins

Glean's admin tools let you invite students, manage access, and track usage all through one easy-to-use platform.

- Bulk invite students/staff via email.
- Send nudge reminders to invitees.
- Gain usage insights
- Remove access and reassign licenses remotely.
- Manage peer note-taking with Shared Collections
- Inbuilt onboarding and training to allow IT staff and teachers to save time, especially on the common questions.
- Skills Portal helps users gain the most from Glean's features.
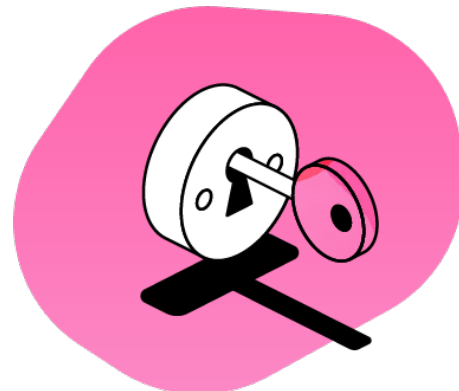
Where and How an End User's Content is Stored

Content created by a Glean user, like audio recordings and electronic notes, are stored locally on the user's device and then uploaded to Glean's cloud storage. The data is saved locally so that a user is able to record and edit their content while offline. Providing users with the ability to work offline was critical to the design of the Glean platform; we understand that notetaking shouldn't be dependent on having an internet connection.

Secure local storage:
Data saved locally is stored on hard disk in a Glean-readable format.

Secure cloud storage:
Data is uploaded to Glean's cloud storage, which is hosted across Amazon Web Services (AWS) and Google Cloud platforms in UK data centers. At this time, Glean does not provide data storage in any other territory.

If you would like to purchase or find out more about Glean, please contact us at support@adapt-it.co.uk!