Glean *at a Glance*

What is Glean?
Glean is a note-taking web app designed to replace notetakers for accommodated students. It allows students to create a complete audio recording and transcription of the class, add individual notes to the recording transcription, and import slides or screenshots to their notes.

How do students get access to Glean?

Only accommodated students registered with QSAS and given the note-taking accommodation will be provided with access to Glean.

How do I know if a student in my class is using Glean?

Students using Glean in your class will be listed as **"Note taking application (Glean)"** in Ventus.

How does Glean protect my lectures?

Glean has been vetted and meets all the security and privacy standards required for educational technology at Queen's. Students can keep personal notes as would be the case in any lecture, but the audio file transcription cannot be shared. Student only has access to the audio file transcription while they have an active account.

How will the privacy of students in my classes be protected?

Glean for Education is for personal study purposes only. Glean for Education does not allow for downloading of the recordings made in the tool, ensuring that the material cannot be shared or uploaded.

What if I don't want to use Glean? Contact QSAS or Vice-Provost, Teaching & Learning if you have any further questions.

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