



## USER GUIDE

### **How to Register One time Self-Registration Process – New Users :-**

Step 1: Go to <https://www.grammarly.com/enterprise/signup> (Mandatory to sign up from this URL)

Step 2: Fill up the self-registration form and click Agree & Sign up. Ensure that users are registering from their respective official email id (**@Institute Domain ID**)

**Note: Do not Sign up with Google / Facebook / Apple**

Step 3: After clicking Sign up, a verification email will be sent to the user's institutional email ID.

Please Note: Your @edu credential activation has been activated, and a verification email will be sent to the user's institutional email ID once they register.

Users may sometimes get the verification mail in the Spam/Junk/Promotion folder.

Step 4: Kindly Verify the activation mail from Grammarly.

Once registered, users will land on the 'Grammarly Editor, ' which is easy to use and explore.

The MS Word Plugin can be downloaded from the support page after registration from the link [https://www.grammarly.com/office-addin/downloading?\\_gl=1\\*12dh5j0\\*\\_gcl\\_au\\*MTMzMjY4MzUxLjE3MTIwNDE3NjU.\\*\\_ga\\*MjA5MTQ4OTY0OC4xNjk2NDY3MzM3\\*\\_ga\\_CBK9K2ZWWE\\*MTcxNjI4MDczNC4xODcuMS4xNzE2MjgxMTMxLjYwLjAuMA..](https://www.grammarly.com/office-addin/downloading?_gl=1*12dh5j0*_gcl_au*MTMzMjY4MzUxLjE3MTIwNDE3NjU.*_ga*MjA5MTQ4OTY0OC4xNjk2NDY3MzM3*_ga_CBK9K2ZWWE*MTcxNjI4MDczNC4xODcuMS4xNzE2MjgxMTMxLjYwLjAuMA..)

The same User ID and Password credentials will grant access to use the Plugin for users.



## How to Use Grammarly?

1. Go to URL: [www.grammarly.com/edu](https://www.grammarly.com/edu)
2. Click on Login, Enter Email ID and Password, and then you will land on the Grammarly Home Page.
3. You can create a new blank document or upload an existing document to edit it with Grammarly.
4. Document format for uploading should be Microsoft Word (.doc, .docx), OpenOffice (.odt), .txt, & rtf.
5. Before checking or writing, please ensure to customize the setting for your writing. To customize, visit the online dashboard >My account>Writing>Language Setting>Customize Language>Dialect>Writing>Your preferences>Select the preferences as required.
6. If you already have an existing file, upload the document or start writing a new document by clicking New, select the document type.
7. Click on Goals to set Audience type, Formality, Domain, Tone, & Intent of the Paper you are writing, and click on done
8. Generative AI: Click on the Generative AI button on the right, type the question on the Generative AI page and then enter.
9. Click on Plagiarism (Plagiarism will be usually switched off, Kindly switch it on every time you log in) – Right bottom corner.
10. Rectify all alerts/issues, click on the Overall Score (right top corner), and click on download the pdf report.
11. The MS Word Plugin can be downloaded from the support page after registration from the link <https://www.grammarly.com/office-addin/windows>; the same user ID and Password credentials will grant access to use the Plugin for users.

Tutorial: <https://support.grammarly.com/hc/en-us/articles/360003474732>

For any further support: Please write to us at [mansi@tlsindia.com](mailto:mansi@tlsindia.com)

Mob: +91-9312794738



# Grammarly for Education

# Agenda

- About Grammarly
- Where Grammarly Works
- Grammarly Editor
- Grammarly Extension
- Citation Tool



# 01 About Grammarly



# Rooted in education

Grammarly was founded in 2009 by education industry experts with the goal of **helping students communicate effectively**.

Today, Grammarly is **an essential learning tool loved by students and educators worldwide**.

**800+**

team members worldwide.  
Our hubs are located in San Francisco, Kyiv, New York, and Vancouver



**3K**

academic institutions  
offering Grammarly  
Education



**30M**

daily active users around  
the world



# What is Grammarly for Education?

- ➞ Serve as a learning tool by providing **real-time feedback** to improve assignments and **save educators time**
- ➞ Prepare students for their careers by improving their **professional writing skills**
- ➞ **Ensure equity** by providing equal access to writing assistance, tailored to each student's needs



## 02 Where Grammarly Works

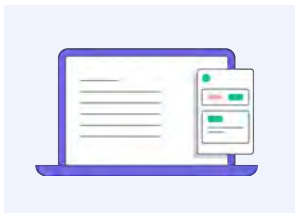
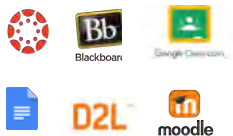




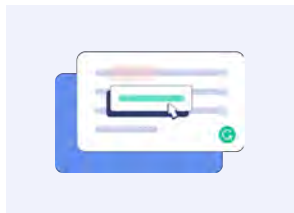
# Available everywhere students and educators write



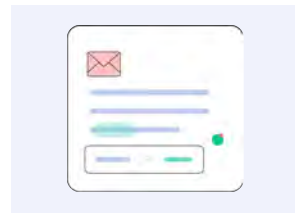
## LMS and Google Docs



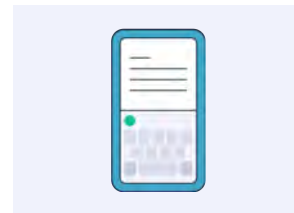
## Grammarly for Mac and Windows



## The Grammarly Editor



## Email and Social Media



## Grammarly for iPhone, iPad, and Android devices



## 03 Grammarly Editor



The screenshot displays the Grammarly for Education web interface. On the left is a dark sidebar with the Grammarly logo and navigation links: My Grammarly, Trash, Account, and Apps. At the bottom of the sidebar are links for Support and Sign Out, along with the email address abbyawerlin@edu.grammarly.com. The main content area is titled 'Today' and features two primary options: 'New' (with a document icon) and 'Upload' (with a document and upload icon). To the right of these options is a preview of a 'Demo document' titled 'The basics: Mispellings and grammatical errors can effect your credibility. The same goes for misused commas and other'. A green arrow points from a text box to the 'New' and 'Upload' buttons.

EDU

grammarly

My Grammarly

Trash

Account

Apps

Support

Sign Out  
abbyawerlin@edu.grammarly.com

Today

New

Upload

**Demo document**  
The basics: Mispellings and grammatical errors can effect your credibility. The same goes for misused commas and other

23

Can create a new document or upload an existing document



## Review Confidence Score

## Performance

Text score: 49 out of 100. This score represents the quality of writing in this document. You can increase it by addressing Grammarly's suggestions.

49

## Word Count

Characters	1,075	Reading time	41 sec
Words	174	Speaking time	1 min 20 sec
Sentences	13		

## Readability

Metrics compared to other Grammarly users

Word length	5	Above average
Sentence length	13.4	Above average
Readability score	57	

Your text is likely to be understood by a reader who has at least a 9th-grade education (age 15). Aim for the score of at least 60-70 to ensure your text is easily readable by 80% of English speakers.

## Vocabulary

Metrics compared to other Grammarly users

Unique words	68%	Above average
Rare words	31%	Below average

DOWNLOAD PDF REPORT

Close

Demo document

### The basics

Mispellings and grammatical errors can go for misused commas, and other t Grammarly underline these issues in re correctly write the sentence.

Underlines that are blue indicate that that is unnecessarily wordy. You'll find you revise a wordy sentence in an effo

### But wait...there's more?

Grammarly Premium can give you very Passive voice can be fixed by Gramma word-choice mistakes. It can also help switching between e-mail and email or

when you wanna refir

Generate an in depth report for this document

# Demo document

by Abby Werlin

## General metrics

1,076	174	13	41 sec	1 min 20 sec
characters	words	sentences	reading time	speaking time

## Score



This text scores better than 42% of all texts checked by Grammarly

## Writing Issues

40	6	34
Issues left	Critical	Advanced

## Plagiarism



1 source

100% of your text matches 1 sources on the web or in archives of academic publications

## Writing Issues

10	Correctness	
1	Misspelled words	
1	Confused words	
1	Comma misuse within clauses	
1	Improper formatting	
1	Conjunction use	
1	Modal verbs	
1	Misuse of semicolons, quotation marks, etc.	
1	Incorrect phrasing	
2	Text inconsistencies	
22	Delivery	
20	Inappropriate colloquialisms	
1	Potentially sensitive language	
1	Tone suggestions	
5	Clarity	
4	Wordy sentences	
1	Passive voice misuse	
3	Engagement	
3	Word choice	

## Unique Words

Measures vocabulary diversity by calculating the percentage of words used only once in your document

68%

unique words

## Rare Words

Measures depth of vocabulary by identifying words that are not among the 5,000 most common English words.

31%

rare words

## Word Length

Measures average word length

5

characters per word

## Sentence Length

Measures average sentence length

13.4

words per sentence

1.	<del>Misspellings</del> → Misspellings	Misspelled words	Correctness
2.	<del>effect</del> → affect	Confused words	Correctness
3.	your	Inappropriate colloquialisms	Delivery
4.	commas,	Comma misuse within clauses	Correctness
5.	punctuation .	Improper formatting	Correctness
6.	, but	Conjunction use	Correctness
7.	<del>showed</del> → show	Modal verbs	Correctness
8.	you	Inappropriate colloquialisms	Delivery
9.	to write the sentence correctly	Inappropriate colloquialisms	Delivery
10.	Blue underlines	Wordy sentences	Clarity
11.	an unnecessarily wordy sentence	Wordy sentences	Clarity
12.	<del>You'll</del> → You will	Inappropriate colloquialisms	Delivery
13.	You'll	Inappropriate colloquialisms	Delivery
14.	possibly	Wordy sentences	Clarity
15.	you	Inappropriate colloquialisms	Delivery
16.	effortlessly revise a wordy sentence	Wordy sentences	Clarity
17.	<del>But</del> → However, Nevertheless,	Inappropriate colloquialisms	Delivery
18.	...	Misuse of semicolons, quotation marks, etc.	Correctness
19.	<del>there's</del> → there is	Inappropriate colloquialisms	Delivery
20.	you	Inappropriate colloquialisms	Delivery





# Set goals

Get tailored writing suggestions based on your goals and audience.

## Domain

Academic Business General Email Casual Creative

Academic: Strictly applies all rules and formal writing conventions.

## Type

Essay Report Other

Experimental: An analytical or interpretive piece of writing, often to tell a story or argue a point.

## Format

APA MLA Chicago Other

Experimental: Applies APA style to parenthetical (in-text) citations.

☒ Show Set Goals when I start a new document

Reset to defaults

Done

Writing

misspelled  
tionary.



49

Overall score

See performance >

Goals

Adjust goals >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Very off

Style guide

All good



Plagiarism

Grammarly for Education





## The basics

Mispellings and grammatical errors can effect your credibility. The same goes for misused commas, and other types of punctuation. Not only will Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

Underlines that are blue indicate that Grammarly has spotted a sentence that is unnecessarily wordy. You'll find suggestions that can possibly help you revise a wordy sentence in an effortless manner.

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Grammarly Premium can give you very helpful feedback on your writing. Passive voice can be fixed by Grammarly, and it can handle classical word-choice mistakes. It can also help with inconsistencies such as switching between e-mail and email or the U.S.A. and the USA.

It can even help when you wanna refine ur slang or formality level. That's

B

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H1

H2

🔗

≡

≡

🔍

174 words

## 23 All suggestions

### SPELLING

Mispel

If you do

in the fu

Add to dictionary

Review Each  
Category of  
Suggestions

• effect - Correct your spelling

• commas - Remove the comma

• punctuation - Remove a space

• , - Add the word(s)

• showed - Change the verb form

• to correctly write the sentence - Unsplit the infinitive

• Underlines that are blue - Remove wordiness

HIDE ASSISTANT >>

49

Overall score

See performance >

Goals

Adjust goals >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Very off

Style guide

All good

Plagiarism





# Reviewing Correctness

Demo document

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It can even help when you wanna refine ur slang or formality level. That's especially useful when writing for a broad audience ranging from

B I U H1 H2 ↺ ↻ ⌵ ⌶ ⌷ 174 words

10 Correctness ⓘ

Back to all suggestions ✕

• SPELLING

Mispellings → Misspellings

If you don't want **Mispellings** to be marked as misspelled in the future, you can add it to your personal dictionary.

📖 Add to dictionary

🗑️ ⋮

• SPELLING

effect → affect

The word **effect** doesn't seem to fit this context. Consider replacing it with a different one.

**Incorrect** Jordan doesn't remember **were** he parked his car.

**Correct** Jordan doesn't remember **where** he parked his car.

**Incorrect** Zoey offered to **by** lunch for everyone.

**Correct** Zoey offered to **buy** lunch for everyone.

⬆️ Less

🗑️ ⋮

• classical Change the word

HIDE ASSISTANT »

42

Overall score

See performance ➤

Goals

Academic: APA ➤

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

🔗 Plagiarism

# Reviewing Clarity

## Demo document

Grammarly underline these issues in red, it will also showed you how to correctly write the sentence.

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## Clarity

Back to all suggestions X

HIDE ASSISTANT >>

42

Overall score  
See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

### CONCISENESS

#### Blue underlines

Consider shortening this phrase.

Phrases like *drivers who are distracted* can often be written more concisely. The same goes for sentences like *This idea is one that seems original*. A good way to make phrases like these less wordy is to rewrite them without the pronoun (e.g. *who*, *that*, or *one*) and linking verb (e.g., *is* or *was*). For example, *drivers who are distracted would become distracted drivers*. Similarly, *This idea is one that seems original would become This idea seems original*.

**Wordy** On my birthday, I like to eat at **a restaurant that is fancy**.

**Concise** On my birthday, I like to eat at **a fancy restaurant**.

**Wordy** Induced magnets **are ones that** become temporarily magnetized when brought near a permanent magnet.

**Concise** Induced magnets become temporarily magnetized when brought near a permanent magnet.

Less



B I U H1 H2

174 words



# Reviewing Engagement

Demo document

## But wait...there's more?

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### 3 Engagement ⓘ

[Back to all suggestions](#) ✕

[HIDE ASSISTANT](#) >>

42

Overall score

[See performance](#) >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

**Engagement**

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

#### VOCABULARY

**very helpful** → **constructive**

The intensifier **very** modifies the weak adjective **helpful**. Consider replacing the phrase with a strong adjective in order to sharpen your writing.

Words such as *very*, *extremely*, and *totally* are meant to intensify the adjectives you use, but they often have the opposite effect. For example, calling something *very important* suggests that the writer is not confident enough to simply declare that the thing is *important* and must instead rely on a crutch word. Try to reach for strong adjectives that can convey your meaning all by themselves.

Acceptable That pizza was **really** tasty.

Better That pizza was **delicious**.

Acceptable Marie was **very happy** to be a part of the team.

Better Marie was **thrilled** to be a part of the team.

Acceptable The little boy was **extremely hungry**.

Better The little boy was **starving**.

[Less](#)



174 words

# Reviewing Delivery

Demo document

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22 Delivery ⓘ

Back to all suggestions X

HIDE ASSISTANT >>

42

Overall score

See performance >

Goals

Academic: APA >

All suggestions

Correctness

10 alerts

Clarity

A bit unclear

Engagement

A bit bland

Delivery

Serious issues

Style guide

All good

Plagiarism

\* FORMALITY

### Personal pronoun in formal writing

Formal writing is almost always written in the third person. Rewrite this sentence to remove the personal pronoun **your**.

In formal writing, do not insert yourself (first person) or the reader (second person) into the topic at hand. The personal pronouns *I, me, my, mine, myself, ourselves, you, your, and yourselves* should not appear in a formal paper. If you must include the writer or reader, consider using the third person (*the author, this researcher*).

Though the purpose of much formal writing is to put forth an opinion, avoid stating a personal opinion — even in the third person. Statements such as *I think* and *we believe* erode the objectivity that formal writing is expected to maintain. Remember to use facts and supporting evidence rather than personal opinion.

**Informal** When the water temperature is lowered to 32 degrees Fahrenheit, **you** get ice.

**Formal** Ice forms when the water temperature is lowered to 32 degrees Fahrenheit.

**Informal** I believe that more people prefer chocolate, rather than vanilla, ice cream.

**Formal** Evidence exists to show that more people prefer chocolate, rather than vanilla, ice cream.

174 words



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# 04 Grammarly Chrome Extension



# Grammarly in Google Docs

The image shows a Google Docs interface with the Grammarly extension installed. The document is titled "Demo Document". The Grammarly sidebar on the right displays four categories: CORRECTNESS, CLARITY, ENGAGEMENT, and DELIVERY. Under CORRECTNESS, there are two sections: "Correct your spelling" with "Mispellings" and "Correct your spelling effect". Under ENGAGEMENT, there is a "PUNCTUATION" section with a red box highlighting "commas/". Two green arrows point from the text in the document to the sidebar. The first arrow points from the word "effect" in the first paragraph to the "Correct your spelling effect" section. The second arrow points from the word "commas" in the second paragraph to the "PUNCTUATION" section.

**The basics**

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**Correctness Feedback:**

- Correct your spelling: Mispellings
- Correct your spelling effect

**Punctuation Feedback:**

commas/

**Compound Object Example:**

A compound object consists of two or more objects. Commas separate the objects when there are three or more. A compound object with only two items requires no punctuation to separate them.

**Incorrect:**  
Sophie adopted a kitten, and a puppy.

**Correct:**  
Sophie adopted a kitten and a puppy.

**Incorrect:**  
The repairman fixed the dishwasher, and the garbage disposal.

**Correct:**  
The repairman fixed the dishwasher and the garbage disposal.

# 05 Citation Tool



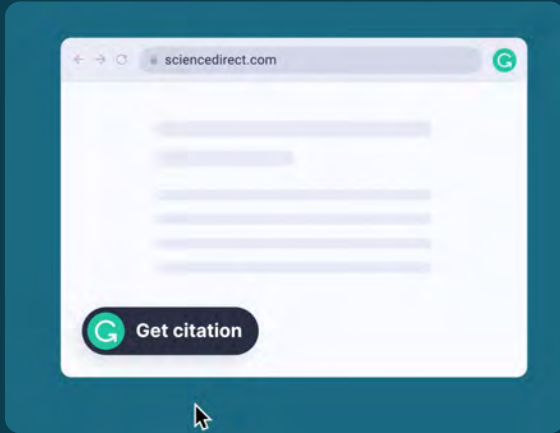


# Make citations easy for everyone

Empower students and researchers with the tools to cite research correctly, every time.  
Grammarly assists students with citations where they work, from online research to final essay.

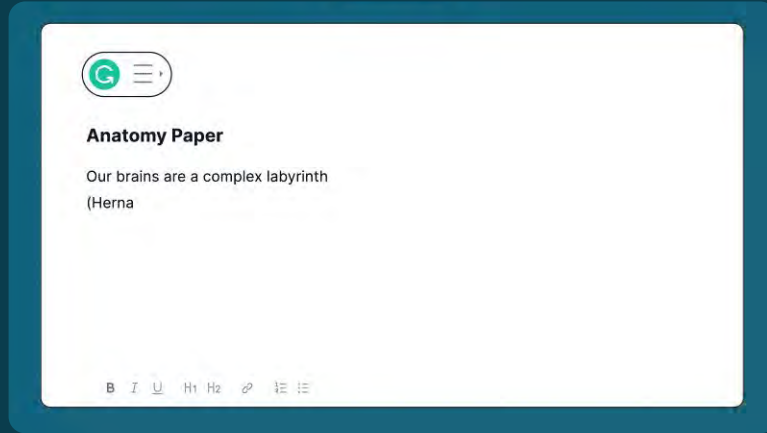
Supports the latest APA, MLA, and Chicago citation styles.

## Auto-citations



Generates in-text and full citations directly from research websites\*.

## Citation style formatting



Ensures all citations are correctly formatted before submission.



\*Supported online databases: Science Direct, Sage Journals, PubMed, Frontiers, Plos One, Elsevier, DOAJ, arxiv, Springer, Wikipedia

# 06 Q&A

