Grammarly Tutorial

Tutoring Services is pleased to offer students, faculty, and staff access to Grammarly, an online grammar-checking tool. Grammarly is a web-based application designed to help writers develop sentence-level writing skills, reinforce revision habits, and detect plagiarism. Simply upload drafts to Grammarly to receive instructional feedback.

You can access Grammarly via the Betty J. Evans Tutoring Center website or at https://www.grammarly.com/edu/signin.

Create a Grammarly@edu Account

New to Grammarly?

For those new to this tool, you can sign up for free access by clicking on "Sign Up" in the upper right-hand corner.
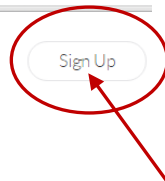
You will be prompted for your name, your Canton email address, and a password.

IMPORTANT: You must enter your SUNY Canton email address to gain access to your FREE account with premium features.

Enter your name, your SUNY Canton email address, and choose your preferred password.

Then click "Sign Up." You will be sent a confirmation email with a link to activate your Grammarly account. (*Note: If the confirmation email does not appear in your inbox, please check your spam folder.*)
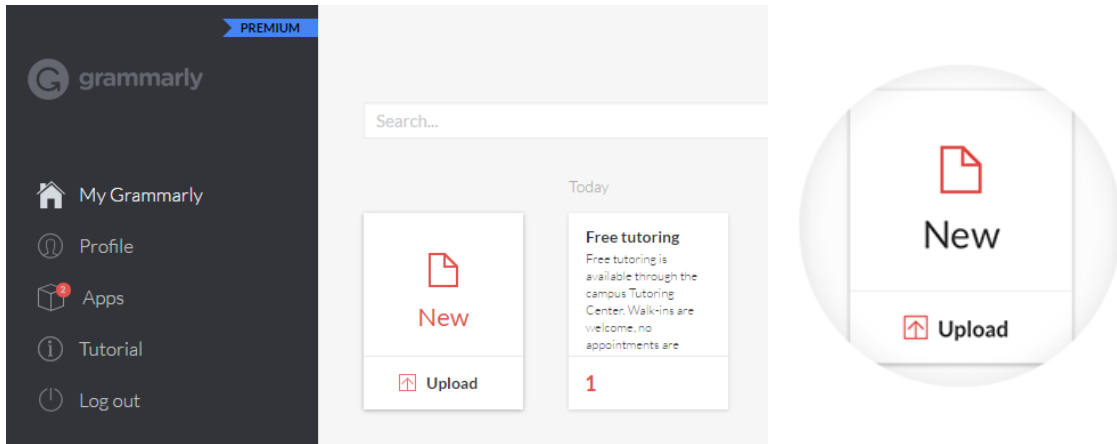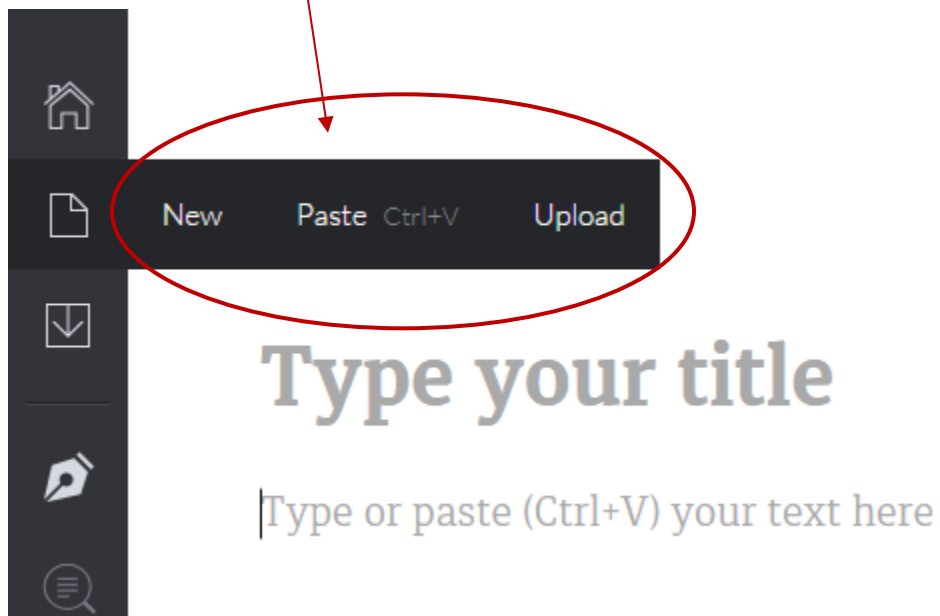
Using Grammarly

Once you have logged in to Grammarly, you can create a new document or upload a previously saved document (.txt, .doc, .docx, .rtf) by browsing to the file.

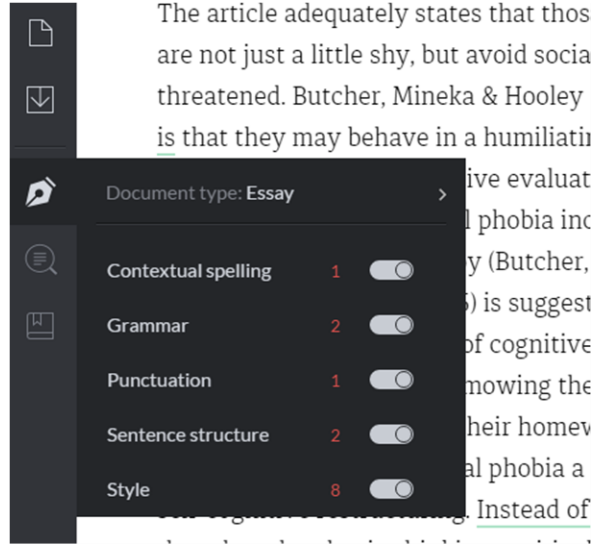You can also upload a document or copy and paste text from within the open document view, as shown below.

Customizing Your Feedback

You have the option of adjusting the types of checks that Grammarly conducts by hovering over the pen on the menu to the left and toggling selections on and off.

You can also choose the style and type of document you have uploaded in order to get feedback tailored to your assignment.
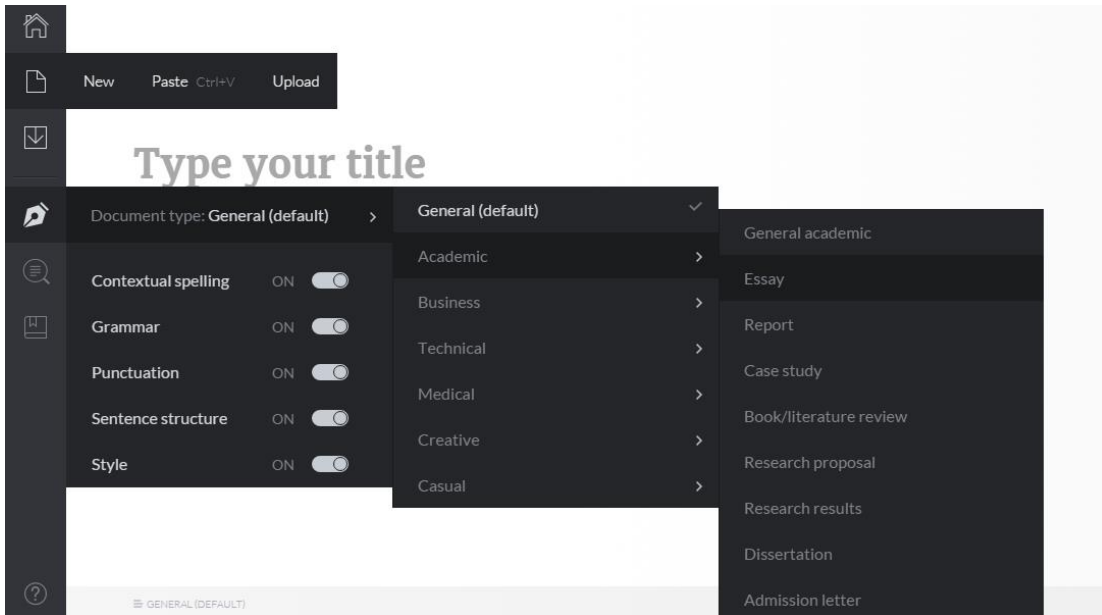
Viewing Feedback

Suggestions are shown to the right of the text. In this example, the user had selected "Academic Essay" as the document type, so you see suggestions to eliminate contractions, reduce wordiness, and avoid split infinitives.

You can expand each suggestion to view a card with an explanation for the suggested change. You can accept the change by clicking on the red and green text, or you can choose to ignore the suggestion.
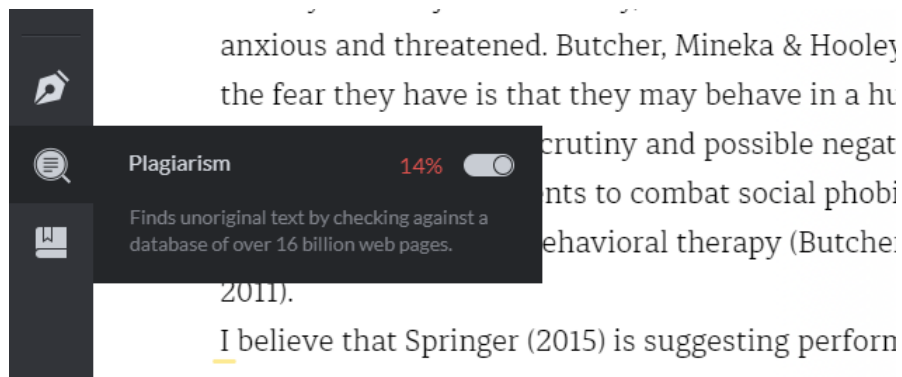
Plagiarism Detection

Grammarly offers limited plagiarism detection, checking text against web content and Proquest's databases. To use this feature, open any document and turn on the plagiarism detection feature on the left-hand side of the browser window.

Potentially plagiarized passages are indicated to the right of the text with recommendations to check for proper referencing. Grammarly may suggest citations or provide links to citation resources from Purdue's Online Writing Lab. Please note that ultimately users must determine whether plagiarism is present. Grammarly simply points to phrases that match text on the web, so plagiarized text, commonly-used phrases, and appropriately-cited text will all be flagged with the same recommendation to check for adequate citation.
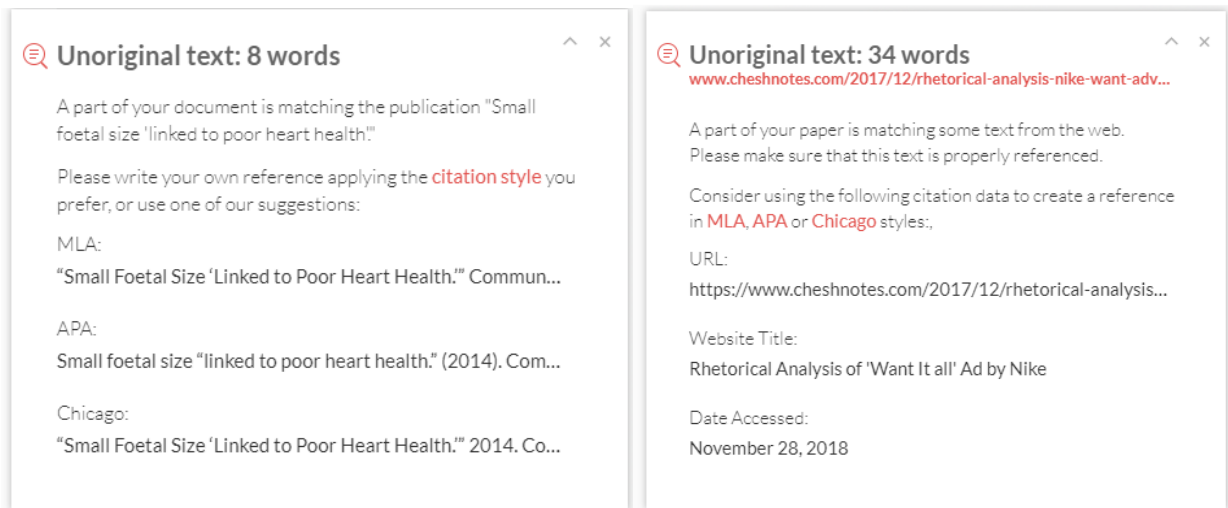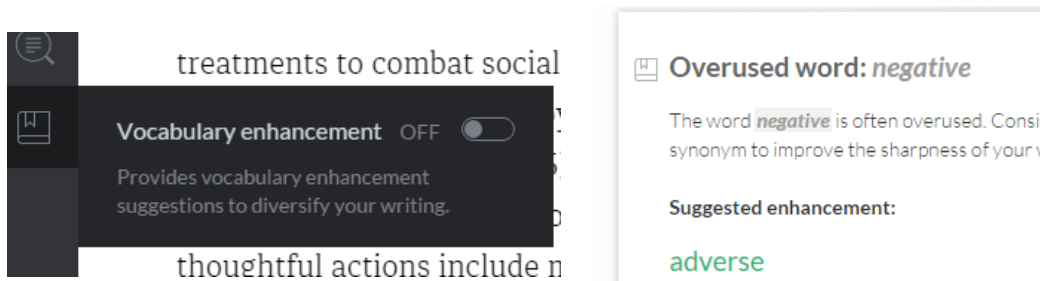
Vocabulary Enhancement

You can also turn on vocabulary enhancement, which offers suggestions to expand your vocabulary.

Exporting Documents and Reporting Options

Downloading Your Text

Once you have determined which revisions are valuable in improving your paper, you have the option to either copy-and-paste the revised text into a new document or to download it. If you uploaded a file, Grammarly will download the file in the original file format. (Note: This also means that if you copied and pasted text into the window, the revised document will download as a .txt file.) The revised document will download with .edited appended to the filename, so if the original filename read AustenNarrative.doc, then the revised document from Grammarly would download as AustenNarrative.edited.doc.
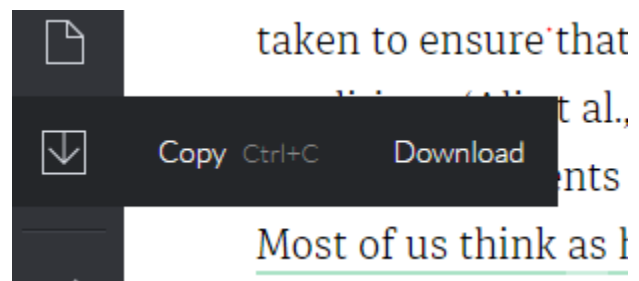
Removing Grammarly's Comments

If you choose to download the edited text as a Word document, comments about the changes you made will appear in the right margin when you open the file. Instructors, however, will expect papers that are free of editing comments and notations, so to remove those comments, simply navigate to the Review tab in the ribbon and choose to Delete All Comments.
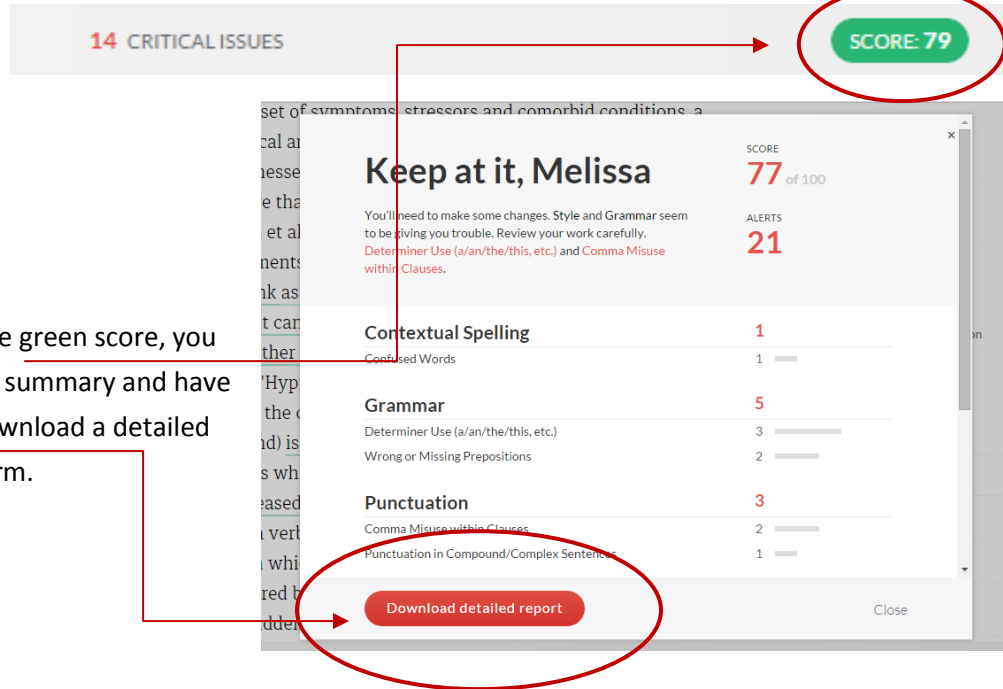
Reporting

You can also print a report of Grammarly's suggested changes. At the bottom right-hand corner of the screen, you will see tally of "critical issues" and a score. *This score **does not** equate to the grade that a professor would give the assignment.* Instead, it is a way to measure your relative improvement over time.

If you click on the green score, you can view a quick summary and have the option to download a detailed report in .pdf form.

Grammarly Apps
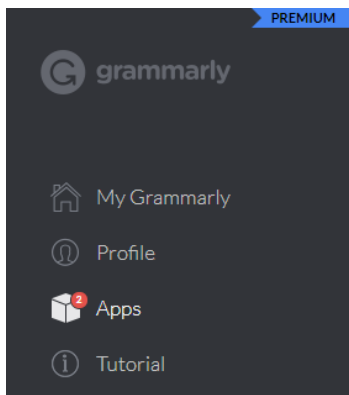
Grammarly also offers extensions and add-ins for Google Chrome, Microsoft Office, and Windows. Go to "Apps" for installation instructions.

Support

To submit a help request, visit Grammarly's support page here:
http://support.grammarly.com/hc/en-us

For any additional questions or concerns, please contact Melissa Manchester at (315) 386-7308 or email manchesterm@canton.edu.

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