# Using Grammarly – for Students

**What is Grammarly? And why should I use it?** Grammarly is a new online tool that can help you to improve your writing skills enormously (and get better grades on those essays, reports, and papers). When you submit your work to Grammarly, it will run a very thorough check of all sorts of grammar and style errors, as well as checks for accidental plagiarism. It then flags them and offers suggestions for rewrites. So, you can run your own report and make your changes before you submit your work to your instructor for grading.

**How to use Grammarly:**

1. **Go to [www.grammarly.com/edu](www.grammarly.com/edu) and create your account.** It just takes a minute to do.
   a. As an ASU student you get the full benefits of the Grammerly website free with your online registration using your **"@smail.astate.edu"** email account.
   b. While you're there, also go to [www.grammarly.com/desktop](www.grammarly.com/desktop) and download the Windows plug-in. This will make using Grammarly even <u>more</u> efficient! (If you're using Windows, obviously. (If you are using a Mac, you will have to wait for the Mac plug-in that they are working on, but if you use the Mac for Windows programs, you can go ahead and use Grammarly now without any problems.)

2. **To submit your paper:**
   a. When you have written and saved your work to your own computer, go to that document, select the entire text (CNTRL-A), and copy it (CNTRL-C).
   b. Go to [www.grammarly.com/edu](www.grammarly.com/edu) and log into your account. You will see a big blank text box.
   c. Paste your document into the box by clicking on **Paste** at the top of the page.
   d. If you would like to check for accidental plagiarism, hover your cursor over the blue **Start Review** button at the top of the page. In the drop-down menu, the first item is **"Plagiarism Detection"**; it is turned off, so click on it and turn it on.
   e. Click on the **Start Review** button.
   f. Grammarly will then immediately start its review. It will be finished very quickly, usually in less than a minute.

3. **Understanding your report:**
   a. Grammarly will highlight any probably-incorrect text and create a "card" that shows you what the error is, along with an explanation and a suggestion on how to rewrite it correctly
   b. When you're finished with reading that card, hit **Next** and proceed to the next error. Repeat the process until you have viewed all the errors.
   c. You cannot make the actual correction here. You will have to go back to your original document to correct the errors.

**d.** To help you do that, you can print off a copy of the entire report, or save it to your hard drive, so that you can refer to it as you make your corrections. Do this by clicking on the **"Print/Save this File"** link located just below your score on the right hand side of the page. You can also send yourself a copy of the report via email by clicking the **Email** button. Your ASU email address should appear in a bar directly above the button.

**e.** Sometimes you may find something that Grammarly has marked as an error that really seems fine to you. If you are 100% sure that it is correct, of course you can choose to ignore that card.

4. **Frequently-Asked Questions about Grammarly**

**a. Can I use Grammarly on a Mac?** Yes. It has no problems with Mac submissions.

**b. Can I use any Internet browser?** You can use Internet Explorer 8 or 9, Firefox, or Safari.

**c. What about operating systems and versions of Microsoft Office?**

    **i.** You can use Windows XP, Vista, or Windows 7 operating systems

    **ii.** You do need to use MS Office 2003, 2007, or 2010 products.

**d. What kinds of files can I submit?**

    **i.** You can submit files in the usual Microsoft .doc and .docx formats, as well as Rich Text Format (.rtf) and HTML.

    **ii.** You cannot submit text directly from a PowerPoint presentation (.ppt or .pptx formats). <u>However</u>, you <u>can</u> copy and paste text from your PowerPoint into a MS Word document and submit it that way.

    **iii.** If you want to submit a scanned PDF file, you have to copy and paste any scanned document one page at a time.

**e. Can my instructor see my report?** Only if your instructor submits your work when you turn it in. If you generate your own report, for example on a rough draft, the only way your instructor can see that report is if you send it to them.

**f. Do I <u>have</u> to make the changes recommended by Grammarly?** No, the decision to correct an error is entirely up to you. However, you are strongly encouraged to do so.