Grammarly@edu
Sign up Instructions

Grammarly can help improve your grades instantly by preventing writing mistakes and teaching you how to write.

Grammarly instantly checks for plagiarism and provides you with **instant, detailed, and constructive feedback** on writing skills and over 250 grammar errors. Grammarly is far more comprehensive than Microsoft's grammar checker. Grammarly also provides regular summaries of your writing errors and creates a personal writing handbook with individualized lessons for students. Students can use Grammarly to prevent writing errors that hurt your grades.

A paper can be pasted or uploaded on to the Grammarly website. Grammarly can also be installed as an add-on to Word (see **add-on** below after you have an NVIT Grammarly account)

Please try both methods of using Grammarly (web-based and MS Word – add-on)

To use the web-based version:

1. Go to www.grammarly.com/edu/students
2. Click on "Sign Up"
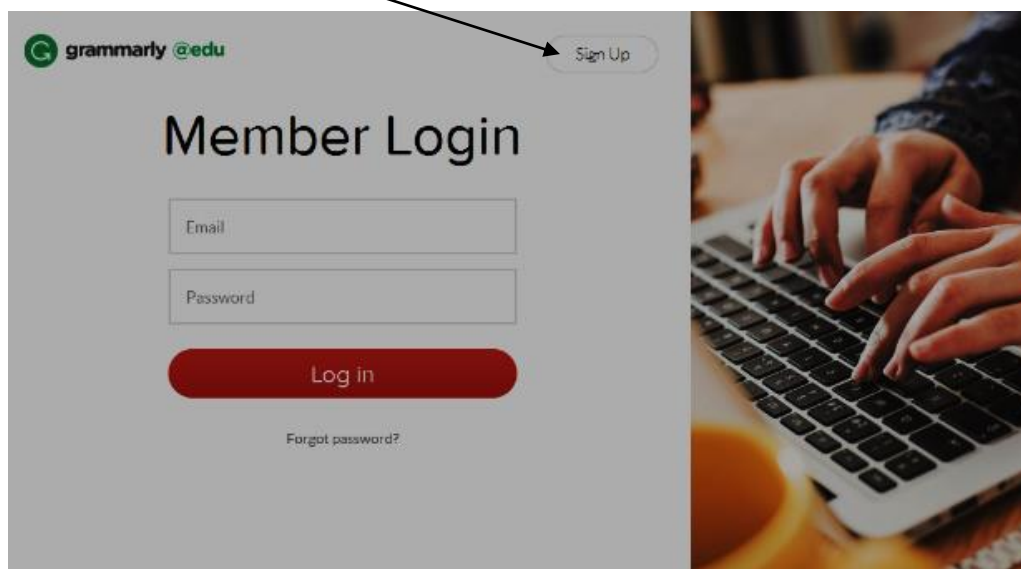
3. Enter your name, your **NVIT email** (e.g., noo1234@nvit.bc.ca), and access code **Y9FKMCDUMWC26WSF (this is the actual access code)**

<mark>*** Special note *** Once you have your Grammarly account, you can use Grammarly (steps 4-10 that follow). You can also now place an <u>add-on</u> to your computer that can automatically open Grammarly every time you start typing a paper (See Add-on below – sorry, only for PCs).</mark>

4. Copy your text and paste it into Grammarly using the "paste" feature in the toolbar or using CTRL-C to copy and CTRL-V to paste. The "Start Review" button does not activate until you paste some text.
5. Select the analysis genre ("Academic Essay") and click "Start Review".
6. Once the text is analyzed, Grammarly shows your text with different types of alerts highlighted. You can see a high-level report summarizing your errors by clicking on the Summary Link in the upper right-hand corner of the page. To see error explanations and suggestions, click on the tabs on the right side of the report.
7. You can review the suggestions and apply the changes either by manually correcting (Rephrasing the highlighted part according to the suggestions) or click on the corresponding correction offered by Grammarly.
8. Once done with corrections, you can either re-process the draft and review the updates or paste the final version back into your word processor.
9. There is an option to "Save/Print report". Located under the "score" section is the button to perform the action you need.
10. Note that not all suggestion Grammarly gives need to be implemented – you decide which suggestions add the most to your writing.

Add-on

To use the Microsoft Word version: (add-on to your PC, sorry, not available for Macs)

1. From a home computer, close all MS Word files and any other MS Office files.
2. Go to https://www.grammarly.com/office-addin/windows and click on download and save it to your desktop. Now, click on the downloaded file, click run and next. Installation takes about a minute.
3. Open an MS Word file with text (not a blank one) and go to the home tab. You should see Grammarly on the far right side located in your top toolbar
4. On the top right side of the toolbar, the Grammarly area should appear – click on it.
5. Click Academic from the drop-down menu.
6. You should be prompted to insert your Grammarly login password (from the account you set up for free through the Student Success Centre)
7. You can check MS Word documents for grammar/ spelling/ punctuation, and plagiarism errors using Grammarly