



IIT Gandhinagar Library

Grammarly User Guide

Take Your Writing from **Good** to **Great**

Introduction:

Grammarly Premium is an automated online writing support tool that can help you improve spelling, grammar, punctuation, sentence structure, style mistakes with extreme accuracy, word choice and plagiarism checking in your writing a letter and email etc. Grammarly integrates with your browser and MS Office. Polish your writing in real time on the web, in MS Word, email and on major learning management systems.

Here's what you can do with Grammarly Premium:

- Instantly find and correct over 400 points of grammatical mistakes.
- Improve word choice with context-optimized vocabulary suggestions.
- Offers suggestions for different writing styles, including academic, technical, and creative
- You can create and store all of your documents in your new online editor
- Detect plagiarism from 16 billion web pages and ProQuest's databases
- And much more...

1. Go to the Grammarly website : <https://www.grammarly.com/edu>

2. Click on Join Your Organization

A screenshot of a web browser displaying the Grammarly website. The browser's address bar shows the URL 'https://www.grammarly.com/edu'. The website's header includes the Grammarly logo and navigation links for 'Buy a License', 'Join Your Organization', and 'Log in'. The main content area features the headline 'Better Students, Happier Teachers' and a 'Get a Quote' button. A red rectangular box highlights the 'Join Your Organization' link, with a red arrow pointing to it and the text 'Click here' written inside the box. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:17 PM on 15-Jun-21.

3. Create your account and login
4. Sign up for registration: By login to Grammarly through your **Institution's email ID**. (Enter your name, institute email, and preferred password. Click "sign up").

grammarly

Log in

Welcome to Grammarly!

Please create an account to join your organization.

Continue with Google

OR

Name
Tapas Kumar Das

Email
tkdas@itgn.ac.in

Password
••••••••

Sign Up

By signing up, you agree to the [Terms and Conditions](#) and [Privacy Policy](#). California residents, see our [CA Privacy Notice](#). You also agree to receive product-related marketing emails from Grammarly, which you can unsubscribe from at any time.

https://www.grammarly.com/enterprise/signup

5. Check your email (**Inbox** and **spam**) for an activation email.
6. Use your account **email** and **password** to login to Grammarly

grammarly

Sign Up

Member Login

It looks like you already have an account.
Please log in to join your organization.

Continue with Facebook

Continue with Google

Continue with Apple

OR

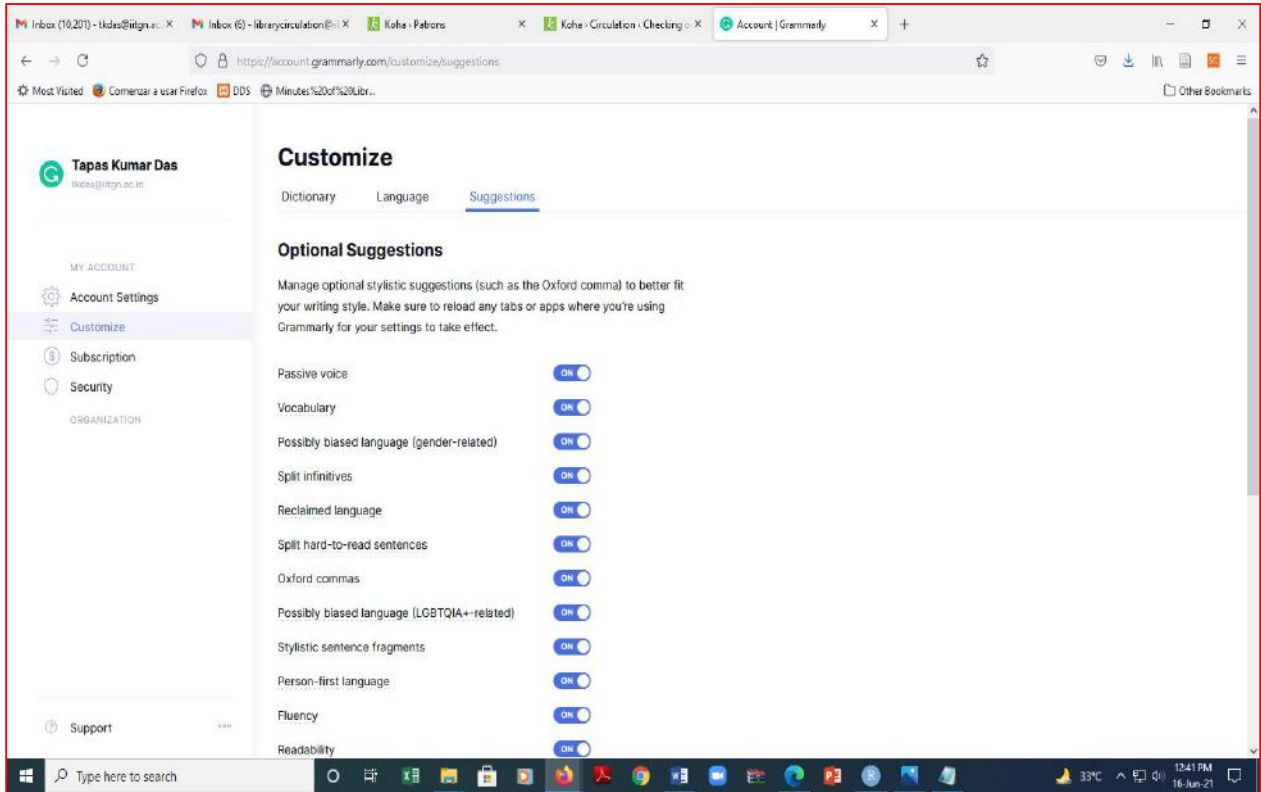
Email
tkdas@itgn.ac.in

Password
••••••••

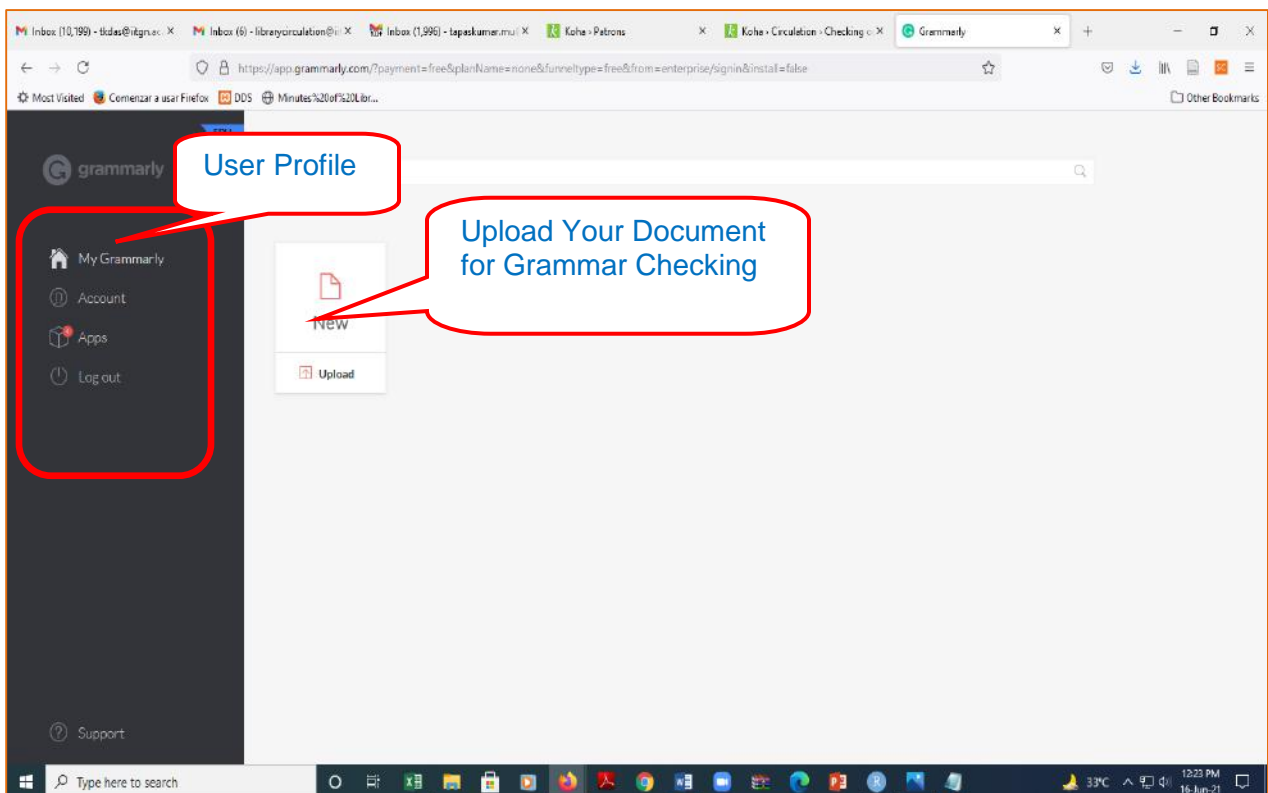
Sign in

https://www.grammarly.com/enterprise/signin

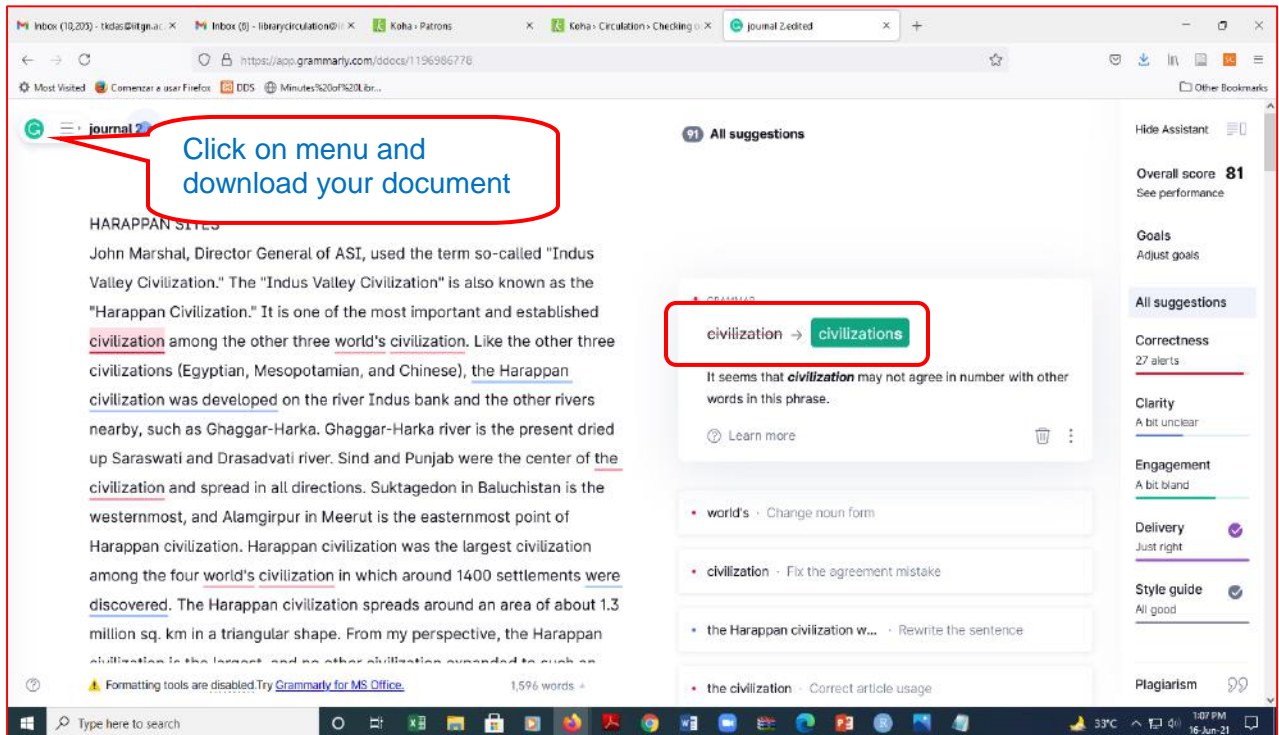
7. Turn on the checking options/optional suggestions by clicking on the account.



8. Check your work: Click **New** or **Upload** document



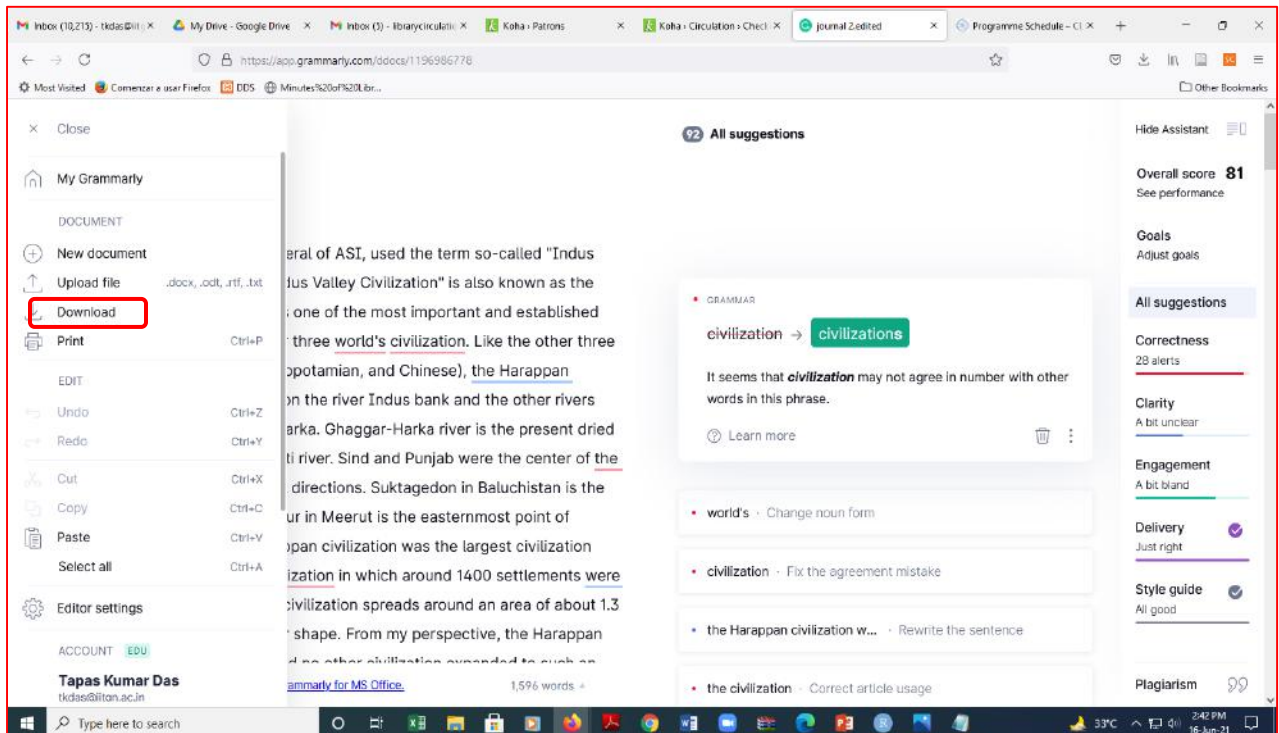
9. Apply your text using **Paste** or **Upload**



The screenshot shows the Grammarly web interface. On the left, a document titled "journal 2" is open, containing text about the Harappan civilization. A red callout box points to the top-left menu icon with the text "Click on menu and download your document". In the center, a grammar suggestion is highlighted with a red box: "civilization → civilizations". The suggestion text reads: "It seems that **civilization** may not agree in number with other words in this phrase." Below this, there are several other suggestions, including "world's", "civilization", "the Harappan civilization w...", and "the civilization". On the right side, there is a sidebar with an overall score of 81 and various performance metrics like Correctness, Clarity, Engagement, Delivery, Style guide, and Plagiarism.

Note: The optimal document type is General Academic (default)

10. On completion, **download** (from the menu) or **copy** your text



This screenshot shows the same Grammarly interface as the previous one, but with the top-left menu open. The "Download" option is highlighted with a red box. The menu also shows options for "New document", "Upload file", "Print", "Undo", "Redo", "Cut", "Copy", "Paste", "Select all", and "Editor settings". The document text and the grammar suggestion "civilization → civilizations" are still visible in the background. The overall score of 81 and the sidebar metrics remain the same.

11. Check plagiarism in the document

The screenshot shows the Grammarly web interface. The document text is as follows:

HARAPPAN SITES

John Marshal, Director General of ASI, used the term so-called "Indus Valley Civilization." The "Indus Valley Civilization" is also known as the "Harappan Civilization." It is one of the most important and established civilization among the other three world's civilization. Like the other three civilizations (Egyptian, Mesopotamian, and Chinese), the Harappan civilization was developed on the river Indus bank and the other rivers nearby, such as Ghaggar-Harka. Ghaggar-Harka river is the present dried up Saraswati and Drasadvati river. Sind and Punjab were the center of the civilization and spread in all directions. Suktagedon in Baluchistan is the westernmost, and Alamgirpur in Meerut is the easternmost point of Harappan civilization. Harappan civilization was the largest civilization among the four world's civilization in which around 1400 settlements were discovered. The Harappan civilization spreads around an area of about 1.3 million sq. km in a triangular shape. From my perspective, the Harappan civilization is the largest, and no other civilization expanded to such an

The interface shows an overall score of 81. A sidebar on the right lists various metrics: Correctness (28 alerts), Clarity (A bit unclear), Engagement (A bit bland), Delivery (Just right), and Style guide (All good). A 'Plagiarism' button is highlighted with a red box at the bottom right of the sidebar.

12. Download detailed report for your reference

The screenshot shows the same Grammarly interface as above, but with a 'Performance' pop-up window open. The pop-up contains the following information:

Performance

Text score: 81 out of 100. This score represents the quality of writing in this document. You can increase it by addressing Grammarly's suggestions. **81**

Word Count

Characters	10,653	Reading time	6 min 23 sec
Words	1,596	Speaking time	12 min 16 sec
Sentences	99		

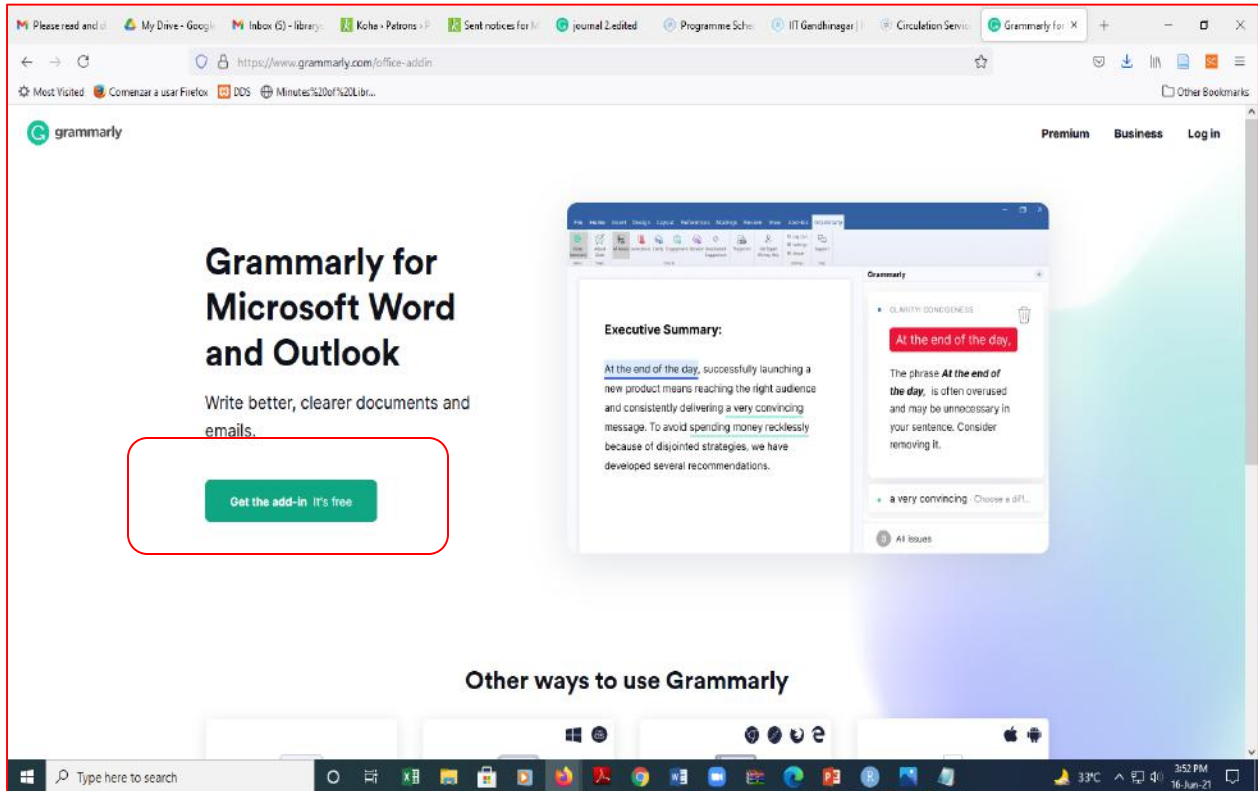
Readability (Metrics compared to other Grammarly users)

Word length	5.2	Above average
Sentence length	16.1	Above average
Readability score	35	

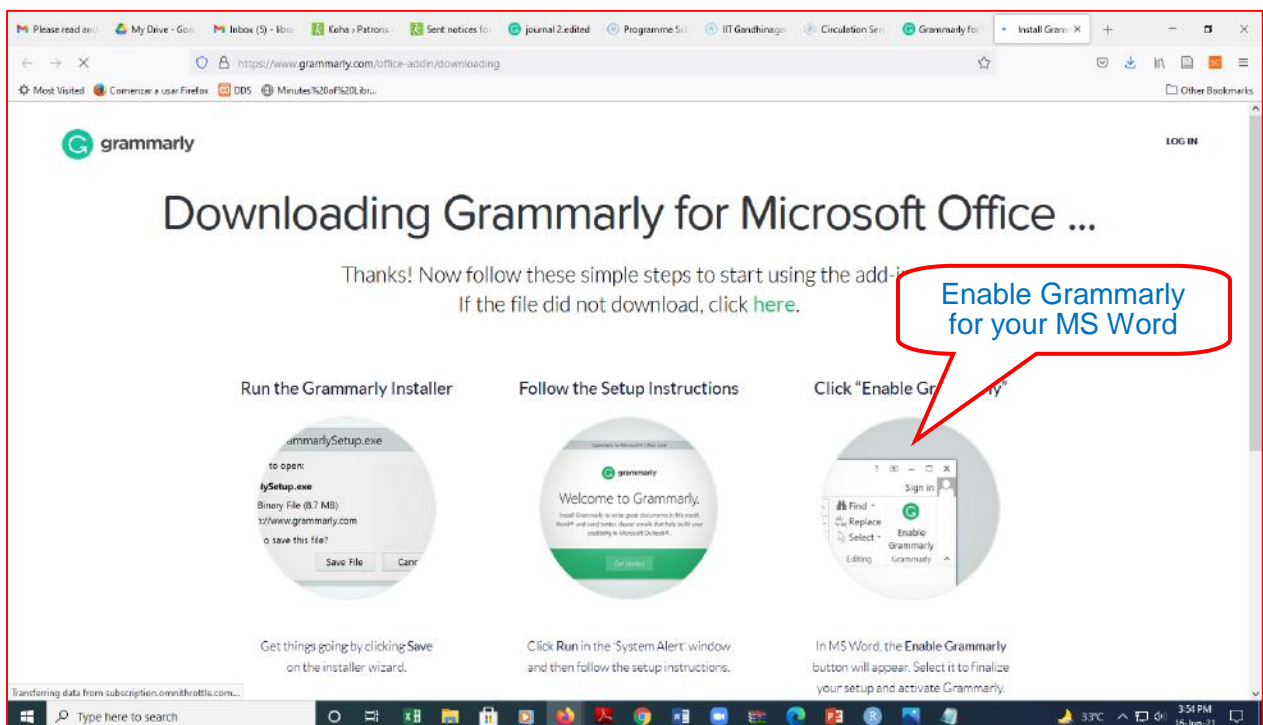
At the bottom of the pop-up, there is a 'DOWNLOAD PDF REPORT' button and a 'Close' button.

Grammarly Application

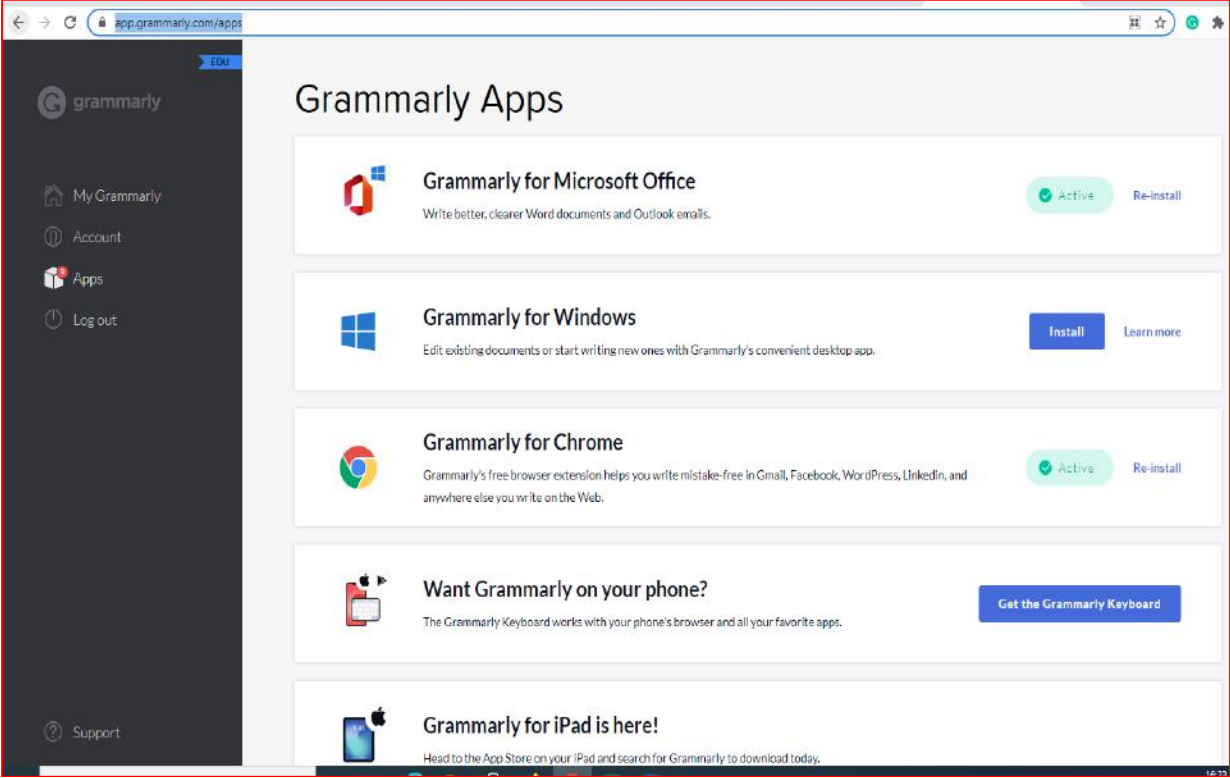
1. Download the Grammarly application here: <https://www.grammarly.com/office-addon/windows>. Click **Free Download**



2. Follow the Online Instructions:



3. Other features, you may use it.



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