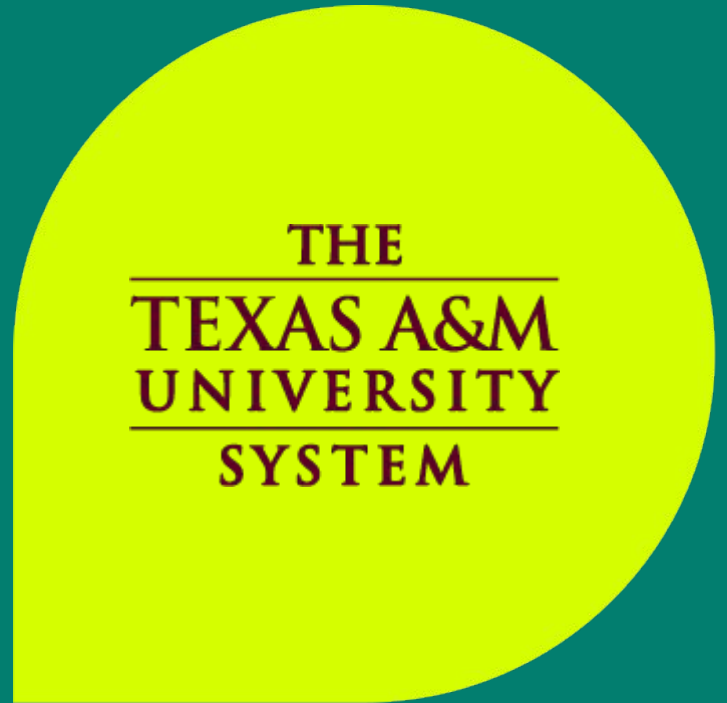




Grammarly for Education



Faculty Onboarding Guide

Getting started with Grammarly for Education

Grammarly is the trusted AI writing partner that augments writing and learning, enabling students, faculty, and staff to become more effective communicators.

It's available everywhere you work and enhances learning throughout the entire writing journey.

This user onboarding guide will walk you through Grammarly for Education to help you get started and support your students in leveraging the tool through the duration of your pilot.

If you have any questions, please reach out to your Grammarly team at:

tamusystem@grammarly.com

Let's begin

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Grammarly for Education

Basic Setup & Customization



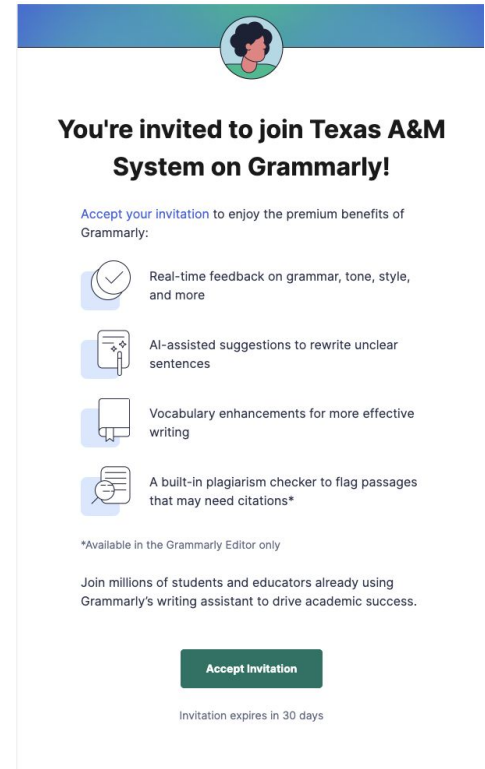
Joining a Grammarly for Education License

Users can join the Texas A&M System institutional license by following the instructions in the invitation links that will be sent to their email addresses.

Please be sure to provide the Grammarly team with your class rosters, so your students can be provided access to Grammarly. Rosters (user emails only) should be emailed to tamus@grammarly.com.

Students will be able to sign up for Grammarly access when they receive an email invitation from Grammarly. The email will be sent by hello@info.grammarly.com, and the subject line will be You're invited to join Texas A&M University System on Grammarly.

For additional information instructions on registration, you can consult or share this [user registration guide](#).



Getting Started


Once you've created and activated your Grammarly account, visit app.grammarly.com to access your account hub, where you can manage your settings and create new documents.

Installing Grammarly for Education

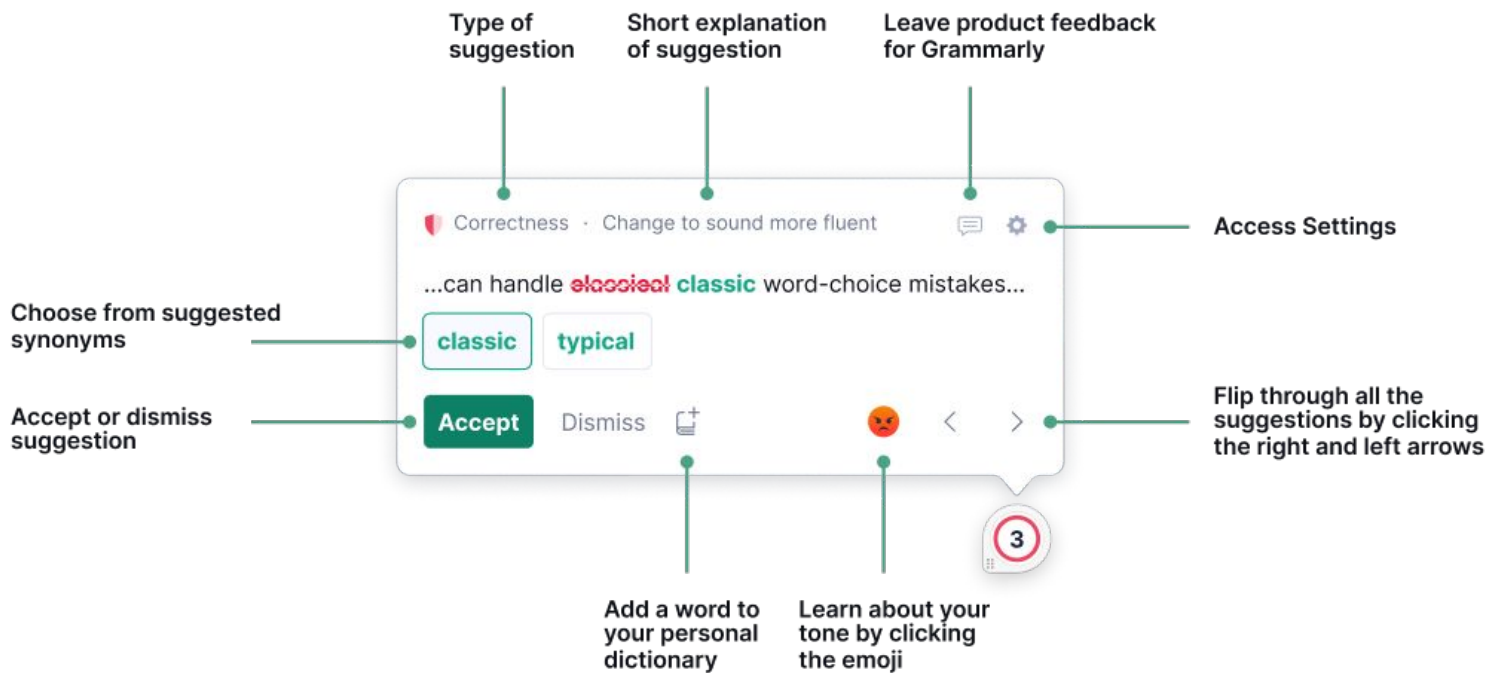
[Grammarly for Windows](#) and [Grammarly for Mac](#) are available options to seamlessly install the platform into your desktop. Once the application is installed, open any app or website on your computer and start typing. You will see a floating Grammarly widget on your screen. To integrate AI writing assistance into all the places you write, go to app.grammarly.com and open the Apps tab.

Writing and Editing with Grammarly

Now that you have installed Grammarly into your desktop and commonly used apps, you will start to receive real-time feedback and suggestions from Grammarly. Ensure your account is logged in and install the plug-in on your browser.

Clicking into the  will display all edits, suggestions, and feedback. You can also navigate to the Generative AI menu through this pop up.

Here is an overview of the different elements you'll see on a suggestion card:



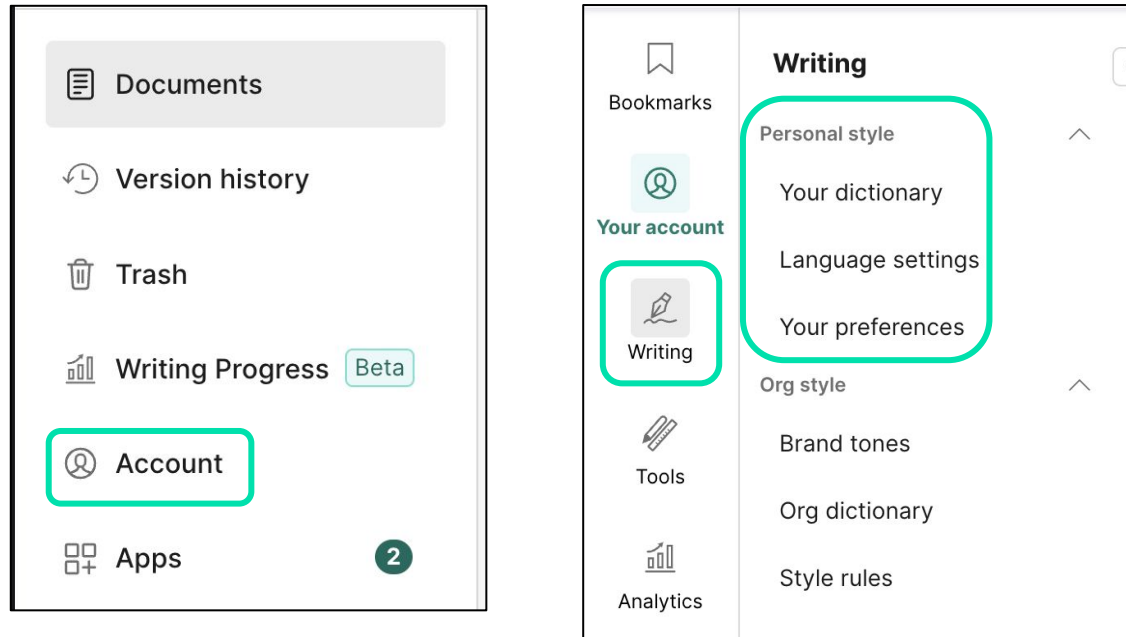
Personalization

The “Writing” tab allows you to customize and control language settings and writing style preferences. These settings help you receive personalized suggestions and ensure consistency in your writing.

You can select your primary language, the English dialect that you would like to receive suggestions for, and turn “fluency assistance” on.

You can also add words to your personal dictionary and personalize your writing styles.

If a setting is locked in “Writing Preferences”, the setting has been preset for you. If a setting doesn’t have a lock, you can choose to turn it on or off yourself.



Watch tutorial video

Length: 1 min 48 secs



Grammarly for Education Basics

Improving the quality of your writing is easy with Grammarly for Education and its robust communication features.

Correctness

Suggestions about spelling, grammar, and punctuation are underlined in red.

Clarity

Suggestions for making your writing easier to understand are underlined in blue.

Engagement

Suggestions that make your writing more compelling, like word choice improvements, are underlined in green.

Delivery

Suggestions that help you craft your message with the appropriate tone and attitude are underlined in purple.

Brand Tones & Style Guide

Ensure your content is consistent and aligned with institution messaging with brand tones and style rules that appear when/where you write.

Watch tutorial video

Length: 2 mins 12 secs





Grammarly for Education

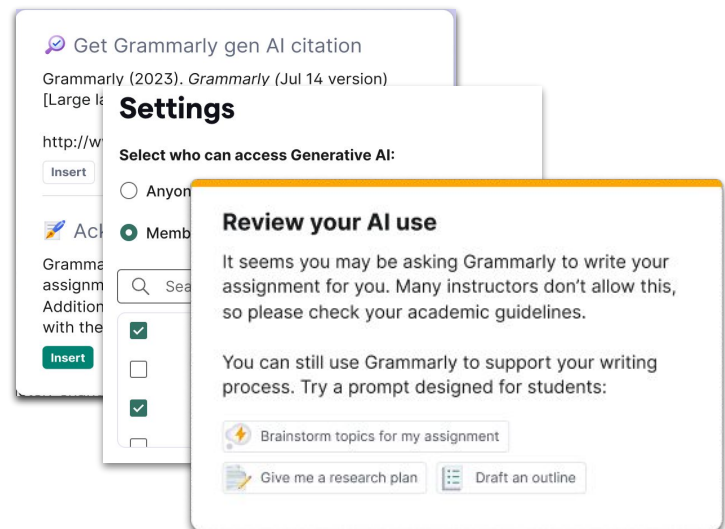
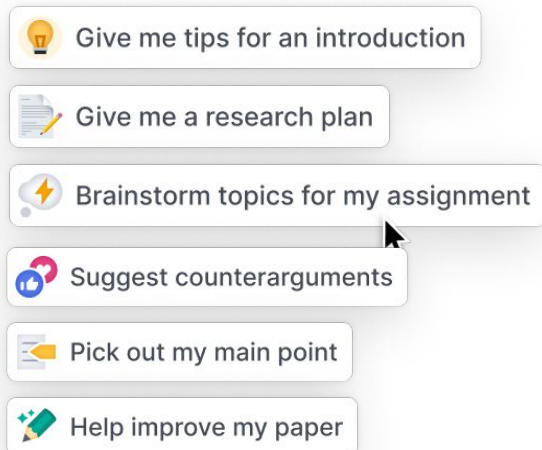
Grammarly Generative AI



Generative AI

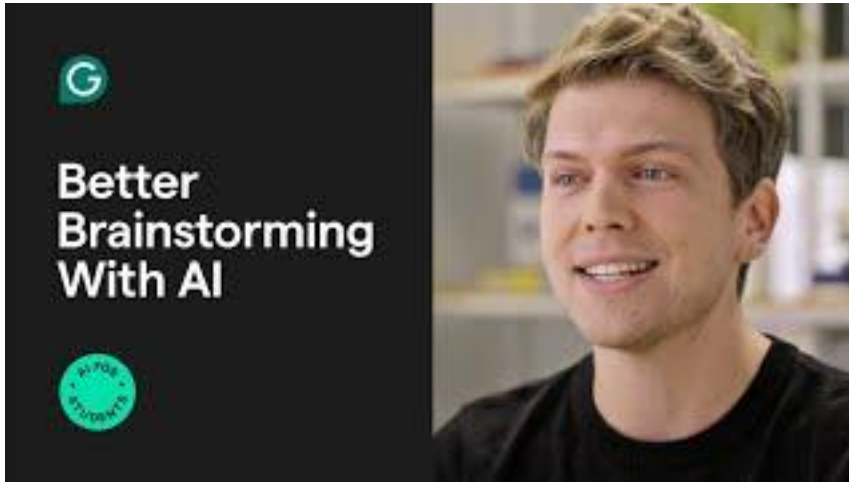
Leverage Grammarly's generative AI to provide students with a responsible AI tool that can support the entire writing process. Generative AI is enabled by the institution admin and individual users can deactivate Generative AI under their [account settings](#).

- To start using Grammarly's generative AI features, click the lightbulb icon. You can choose from suggested academic prompts Grammarly offers based on your unique context or type your own custom prompt to get started.
- Grammarly's AI guideline reminders encourage students to honor their institutions' policies. Additionally, Grammarly's citation feature promotes transparency by allowing students to cite AI-use in their work in just a few clicks.
- Grammarly maintains uncompromising security standards and procedures to ensure that your words and account data are kept safe.



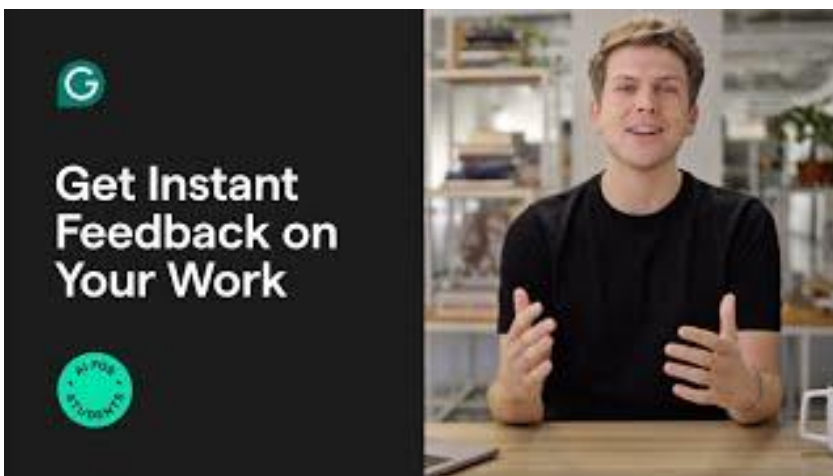
Brainstorming support with Grammarly's Generative AI

Length: 1 mins 57 secs



Getting instant feedback on your writing

Length: 2 mins 10 secs





Grammarly for Education

Academic Integrity Support



Plagiarism Checker and AI Detection

Grammarly's Plagiarism Checker will compare a student's writing to billions of web pages and academic papers and indicate where matching text was detected.

Once a reference is detected, a student can easily choose to copy it in their desired citation style (APA, MLA, Chicago Style).

Grammarly's AI Detection feature highlights sections of your writing that match common AI writing patterns and that could be flagged as AI-generated.

Plagiarism and AI check

APA

Citation Style

APA

MLA

Chicago

This section resembles AI text

This text matches **Thyroid Nodule Classifica...**

Detected Reference

Ponugoti, N., Illanes, A., Schenke, S., Kreissl, M., & Friebe, M. (2020). Thyroid Nodule Classification for Physician Decision Support Using Machine Learning-Evaluated Geometric and Morphological Features. *Sensors*, 20(21), 6110.

Copy reference

Dismiss

<

>

This section resembles AI text

5% of your text matches 2 external sources

Matches were found on the web or in academic databases

27% of your text has patterns that resemble AI text

These patterns may show AI text or occur in your writing

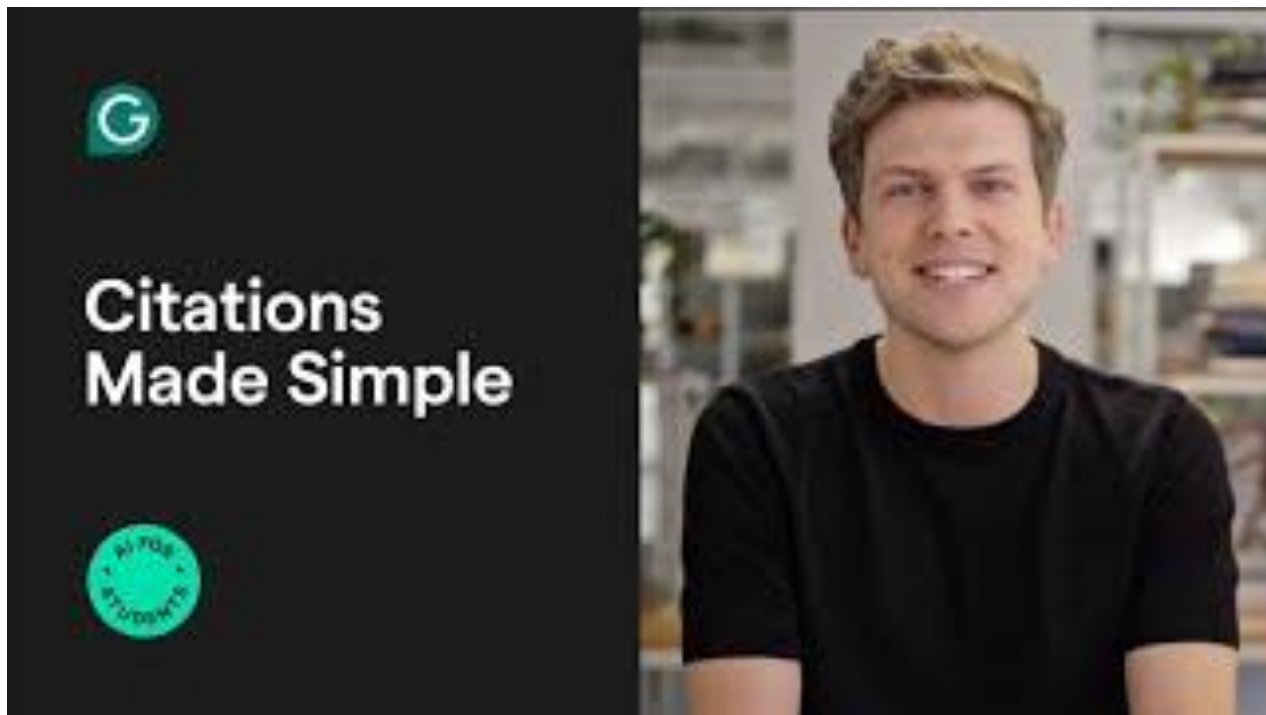
Please note: Grammarly's Academic Integrity features are not intended to be used as punitive tools, but are designed to help students avoid unintentional plagiarism and to gain more visibility into how their writing could be interpreted.

grammarly

Grammarly | Confidential

Citation Support with Grammarly

With the Grammarly browser extension, a "Get citation" button will appear in the lower-left corner of compatible websites. Click it to generate a full citation and in-text citation, formatted in your chosen style.





Grammarly for Education

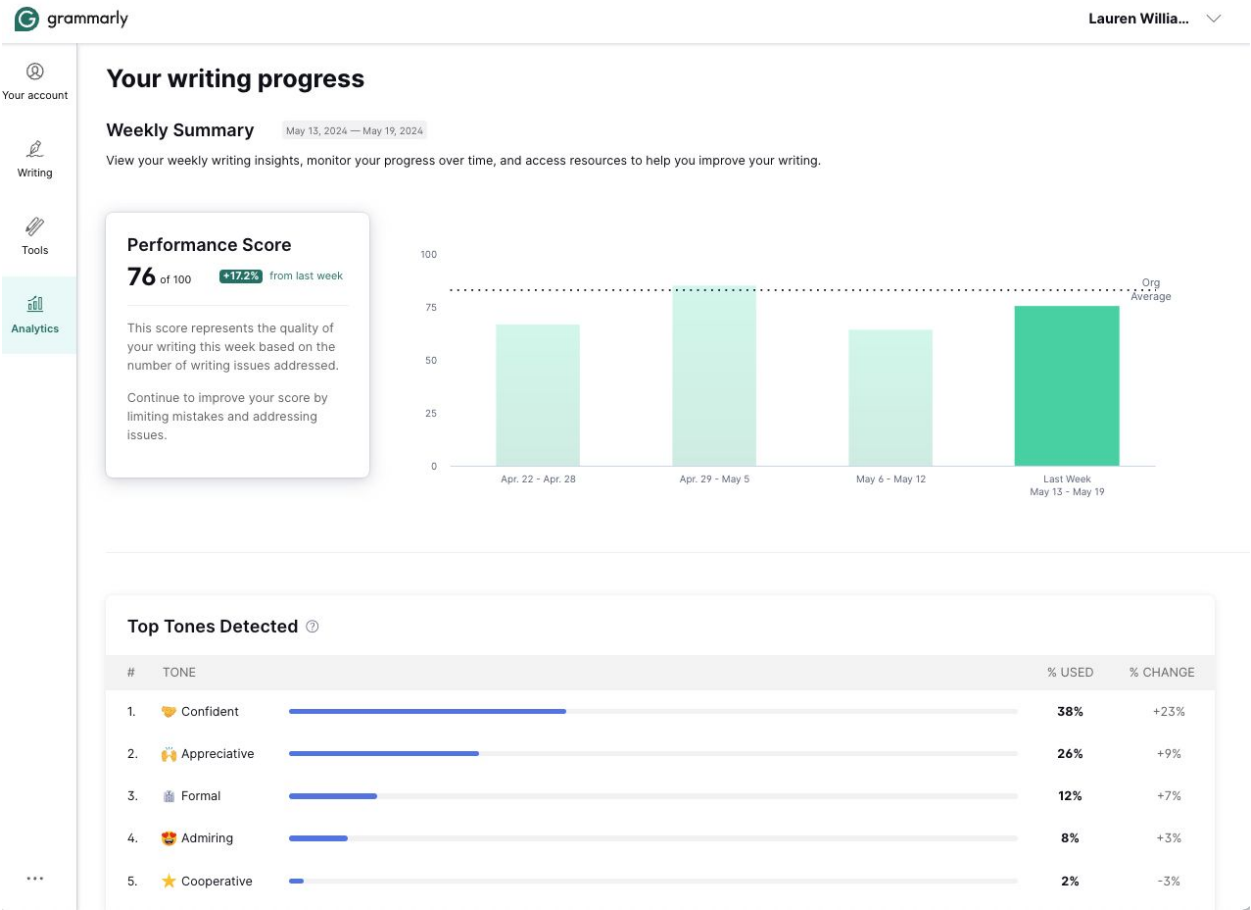
Grammarly
Analytics



Analytics

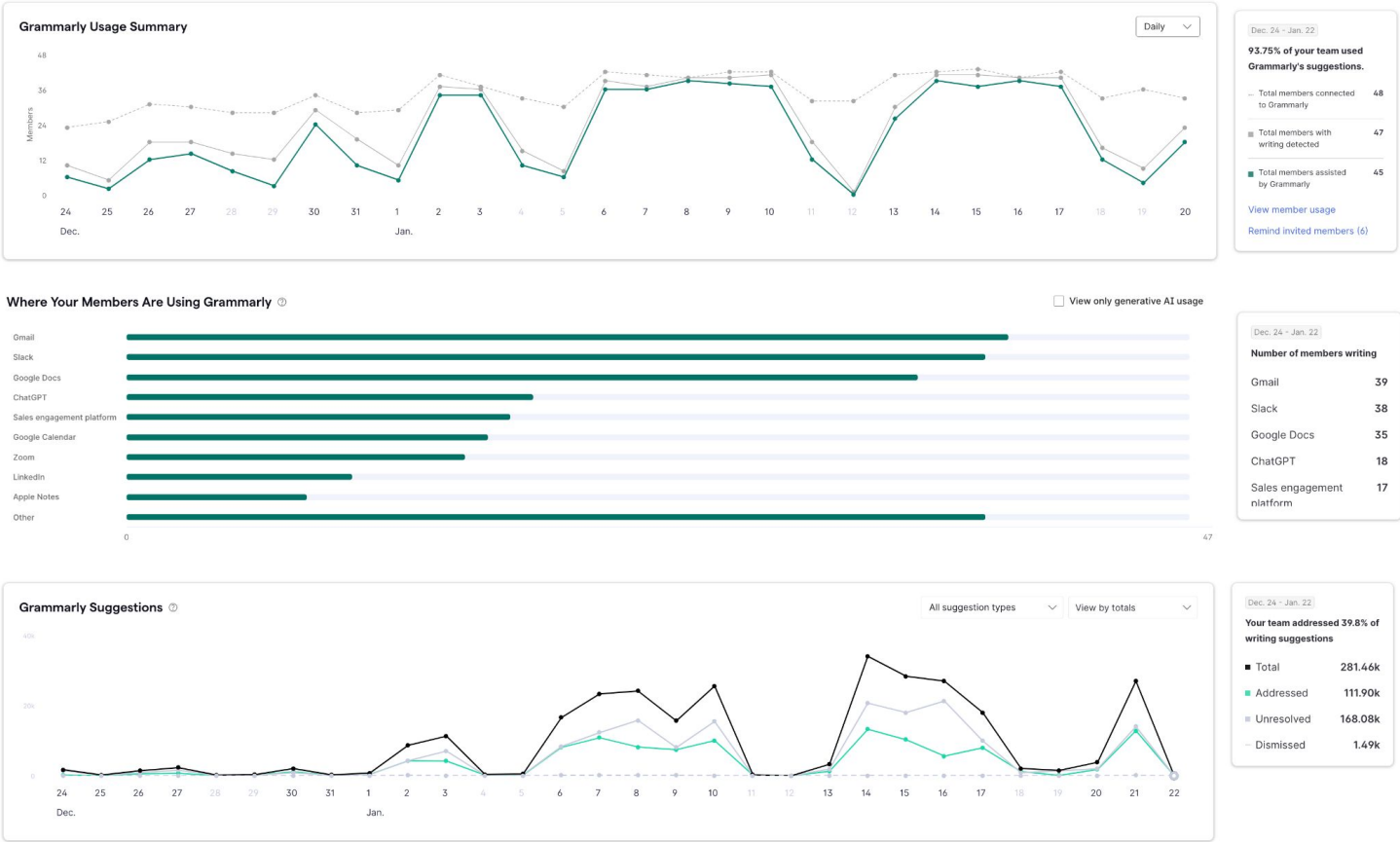
Users can access detailed insights and data in their [writing progress section](#), enabling them to enhance their writing skills and gain a better understanding of their habits.

View your performance score, top tones detected, areas for improvement, and overall Grammarly usage. Watch [this video](#) for a live demo.



Group Analytics

Faculty can access course-level data about student writing via your admin panel [analytics section](#), to get an overview of Grammarly usage, suggestions, and writing habits.





Grammarly for Education

Course-level Customization



Setting Up Writing Preferences for Your Class in Grammarly

As a faculty member, you can create a writing preference set for your class in Grammarly to ensure that Grammarly's features and suggestions are aligned with your course objectives, learning outcomes, and writing requirements.

To set up a custom writing preference set, navigate to the [Writing Preferences section](#), create a new preference set and assign it to your class.

<div><div></div><div>Search by preference</div></div>			
Team setting	Preference	:	Explanation
<div>On for all</div>	Detect AI text		Enables you to check for common AI generation patterns in your text.
<div>On for all</div>	Adhere to APA, MLA, or Chicago citation styles		Corrects citation formatting in APA, MLA, and Chicago styles.
<div>Off for all</div>	Rewrite sentences for clarity		Suggests ways to make sentences more concise and direct. Example

Style Rules

Style rules allow you to create custom shortcuts, tips, or corrections for commonly misused phrases or words in your class. Watch [this video](#) for a live demo.

- Style rules can be added, removed, or modified at any time in [the Admin Panel](#)

Rule details

×

When your team writes, Grammarly will use your rule to suggest changes to the text they enter.

Original text

Grammarlian

Replacement text

The correct or preferred way to write the text

Grammarlian

Explanation

Add context or an example to explain the importance of the rule to your team. Maximum 400 characters

Easy mistake! Here's the correct spelling.

Formatting options

▼

Related Materials

▼

Close



Grammarly for Education

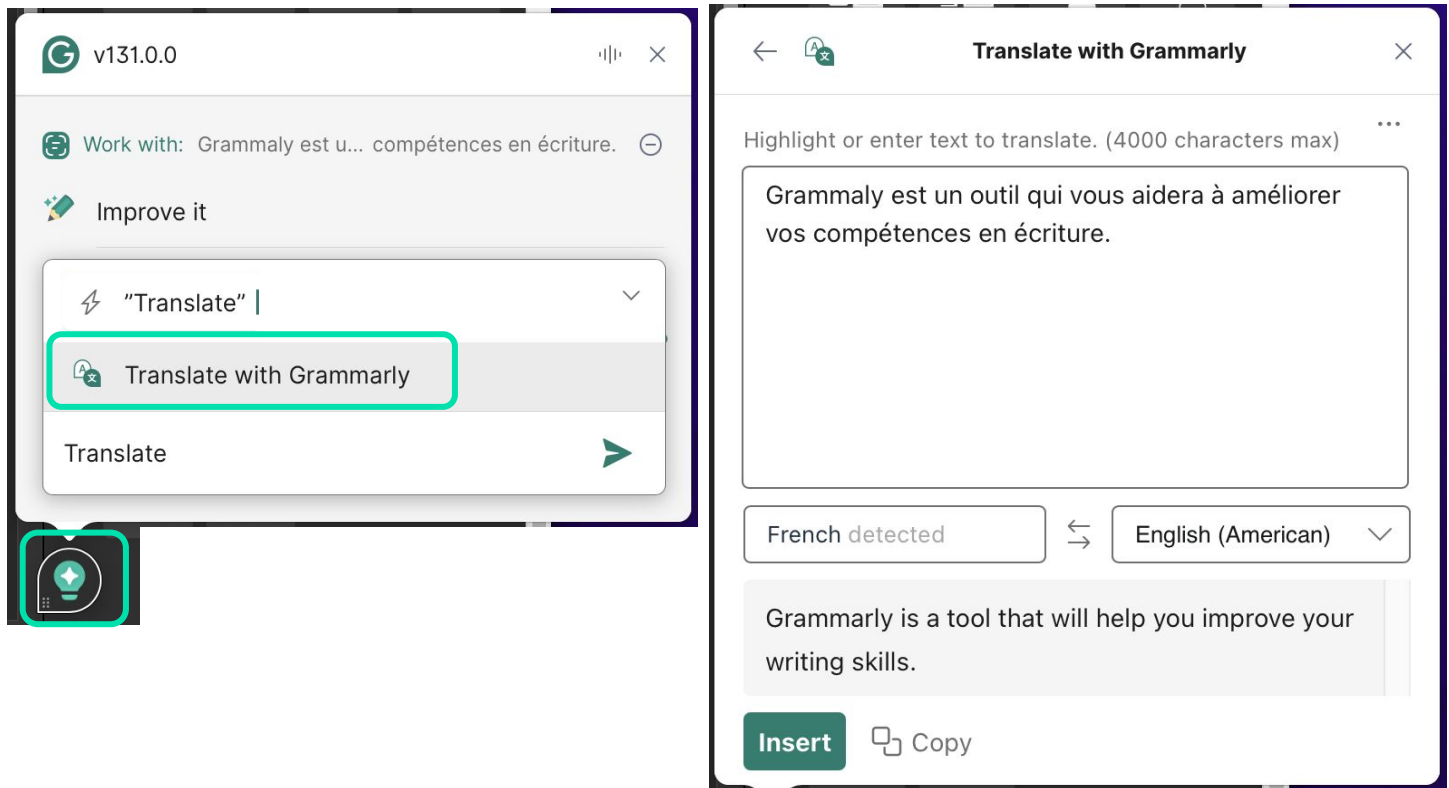
Grammarly Productivity Tools



Translate with Grammarly

The translation feature allows you to translate text directly within Grammarly. This way, you can stay focused on your current work and minimize the need to switch to external translation tools.

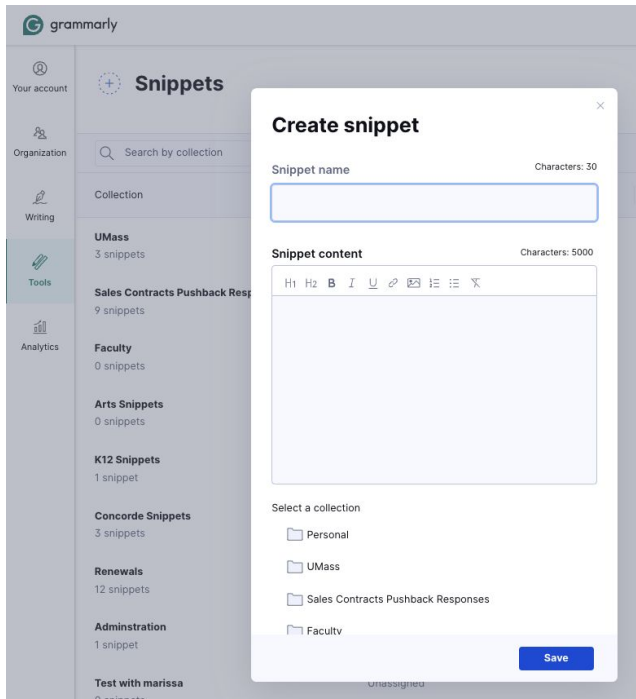
- Click the lightbulb icon next to the Grammarly button to access the Generative AI menu
- In the assistant that opens, start typing “translate,” and click Translate with Grammarly once this option appears.



Snippets

Create more time for high-value work by quickly inserting commonly-used text

- Quickly insert snippets from your library of pre-approved winning phrases, sentences, and paragraphs.
- Build and manage your snippet library with three easy ways to add new snippets.



×

Snippet Details

Snippet name

Assignment Reminder

Snippet content

Dear [Course Name] Students,

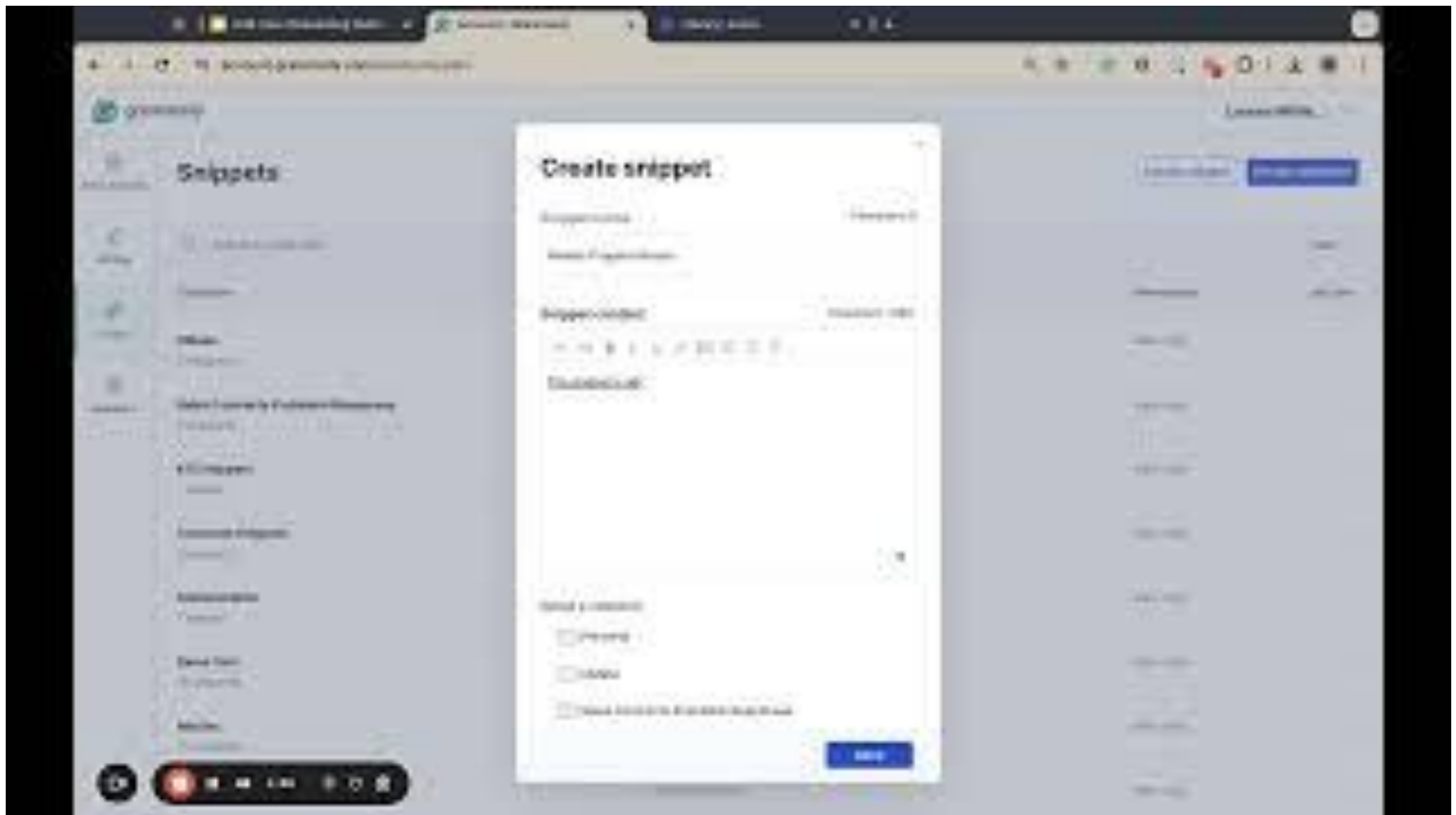
I hope this message finds you well and that you are navigating the course content smoothly. As we progress through the semester, I want to bring your attention to some important upcoming assignments. Staying on top of these deadlines is crucial for your academic success. Here are the details:

- [Assignment Title 1]
 - Due Date: [Date and Time]
 - Brief description or key points to consider.
- [Assignment Title 2]
 - Due Date: [Date and Time]

close

Watch tutorial video

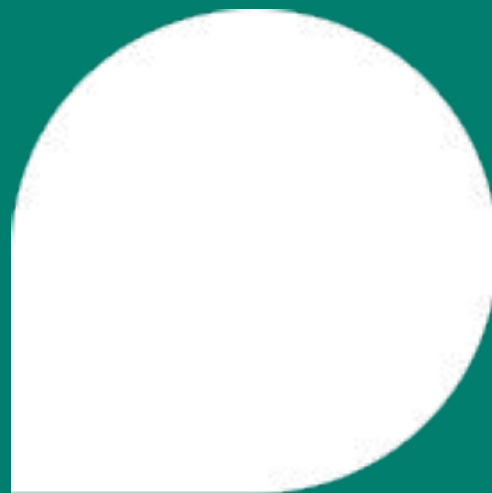
Length: 2 mins 14 secs





Grammarly for Education

Frequently Asked Questions



Commonly Asked Questions

Grammarly for desktop applications

- [Grammarly for Windows and Grammarly for Mac user guide](#)
- [How do I install Grammarly for Windows or Grammarly for Mac](#)

Grammarly for internet browsers and Google Docs

- [Grammarly browser extension user guide](#)
- [How to install the Grammarly browser extension](#)

Feature How to Guides

- EDU features: [Create snippets](#), customize your [writing preferences](#) and view your institution's [Brand Tones](#) and [Style Rules](#)
- How to use Grammarly's [generative AI assistance](#)
- How to access Grammarly's [Plagiarism Checker and AI Detection](#)
- How to generate a [Performance Score Report](#) in Grammarly
- [Activating Grammarly's Authorship Report](#)
- [Tips & Tutorials](#) for all Grammarly product offerings

Joining my institution's Grammarly license

- [Join your school's Grammarly for Education license](#)
- [Accept an invitation from my institution to join](#)
- [Converting personal account to EDU account](#)

Common issues and how to resolve them

- The Grammarly widget disappeared: [Troubleshooting Grammarly for Mac or Grammarly for Windows](#)
- I see the [Error: Can't connect to Grammarly or Something went wrong](#) when using Grammarly for Windows and Mac

For any support not listed in this guide, please reference our support page [here](#)

Thank You



Grammarly for Education