

# Grammarly



[What Is Grammarly?](#)



[How to Set Up an Account](#)



[How to Use Grammarly](#)

*Click on the three options above to learn more about Grammarly and how to use it.*



## What is Grammarly?



[Grammarly](#) is an online grammar-checking program. It can be used to proofread your assignments, and provide you with possible corrections for your grammatical and sentence-level errors.

This program is automated, which means that the feedback you receive is from a computer rather than a live person. The feedback you receive from Grammarly is focused entirely on grammar, punctuation, and other sentence-level writing issues. Although Grammarly cannot tell you if your ideas make sense or not, it can tell you if your grammar is correct and if not, how to fix it, which can be very helpful!

For Ashford students, this service is **free** as long as you set up your account according to the directions given [here](#).



## Grammarly Account Setup



1. Setting up a [Grammarly](https://www.grammarly.com/edu/students) account is easy. Just go to [www.grammarly.com/edu/students](https://www.grammarly.com/edu/students).
2. Click on “**Create Account.**”

Grammarly Home

Grammarly@edu

### Student Login

If your educational institution purchased a site license with Grammarly@edu, you can use Grammarly at no charge. Login or create a new account now to start using Grammarly.

#### Login

  
  
[Log In](#) [Forgot your password?](#)

#### Sign Up

Use your institutional email address or an access code to create your account.

**Create Account**

Automated Grammar Tutorials.

Revision Support Tool.

Built-in Writing Handbook.

Citation Audit.

3. Enter your full name, email, and preferred **password**, and in the field “**Access Code (optional)**” enter **Ashfordstudent** to register a new account.

### Create your account to access advanced editing features:

- ✓ Detailed error descriptions and correction advice
- ✓ Citation suggestions to avoid plagiarism
- ✓ Vocabulary enhancement tools

Your name

E-mail

Students and faculty use your school (.edu) email (if applicable).

Re-enter Email

Preferred password

Access code (optional)

**Note:** Remember your **email** and **password**, so you can log back into Grammarly later on!



## How to Use Grammarly



1. **Log in** to Grammarly at: <http://www.grammarly.com/edu/students/>

Grammarly Home

Grammarly@edu

### Student Login

If your educational institution purchased a site license with Grammarly@edu, you can use Grammarly at no charge. Login or create a new account now to start using Grammarly.

#### Login

Email

[Log In](#) [Forgot your password?](#)

#### Sign Up

Use your institutional email address or an access code to create your account.

[Create Account](#)

**Note:** Enter the email address and the password you chose when you first set up your Grammarly account.

2. **Copy and paste** your text into Grammarly, or **upload** your file.

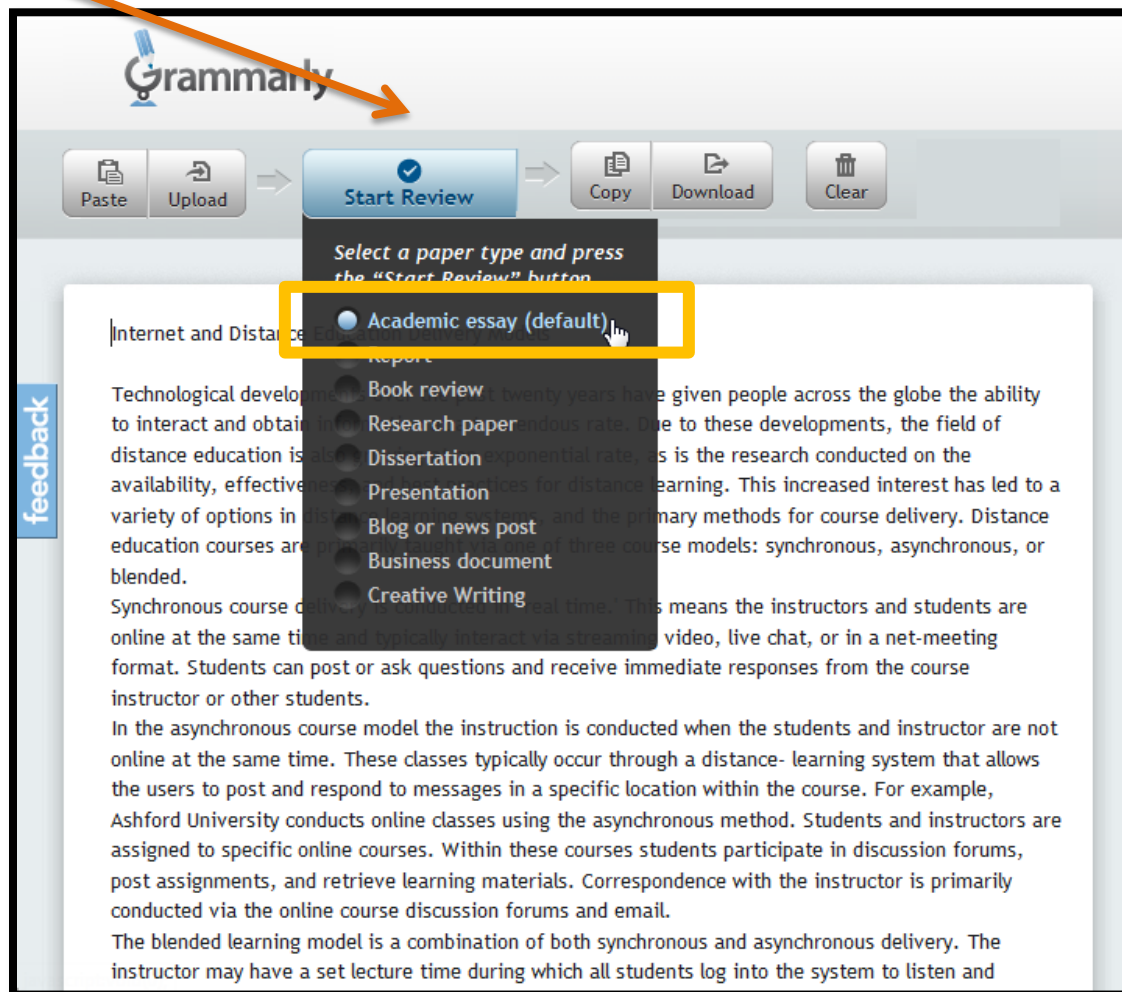
Grammarly

Paste Upload Start Review Copy Download Clear

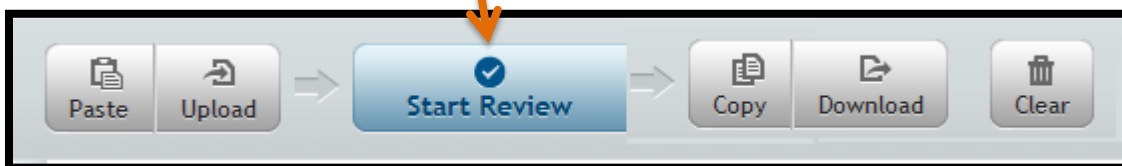
Copy and paste your text here or upload your document, then press "Start Review"

Have no text to check? [Use the sample.](#)

3. Hover over the “Start Review” button to select the type of paper. The “**Academic essay (default)**” setting is recommended.



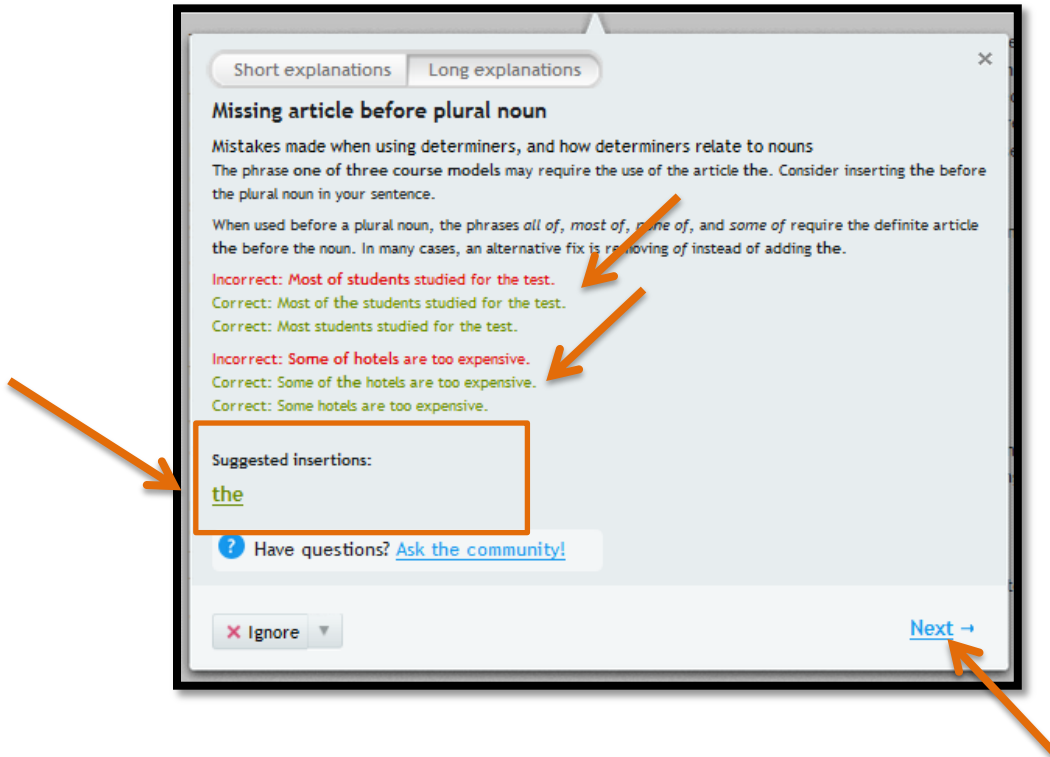
4. Then click on “Start Review.”



5. Review the suggestions. Either apply the changes manually or click on the **green** suggested correction/insertion offered by Grammarly.

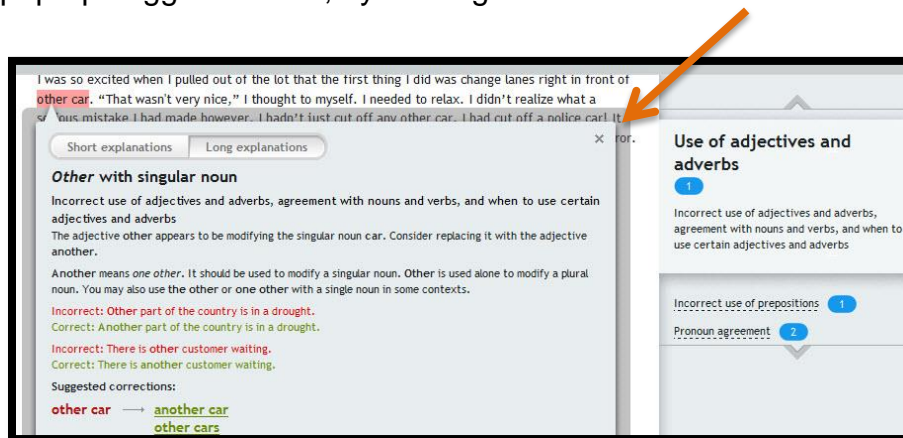
The **green** suggestion will replace your problematic word, phrase, or punctuation, and the correction will now appear in **blue** in the text.

If you do not want to accept the suggested change, simply click “**Ignore.**”

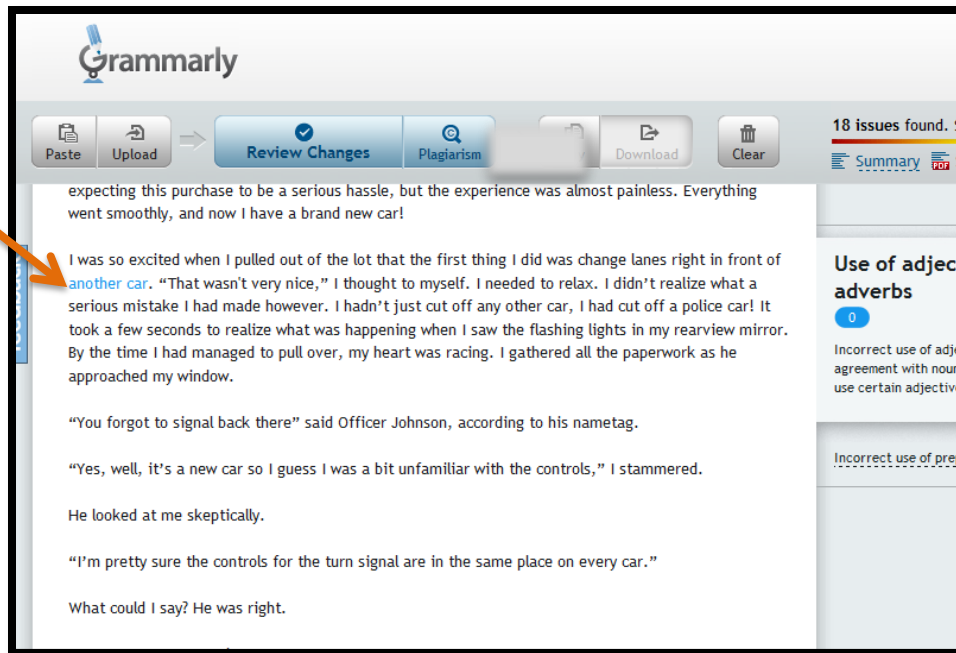


**Note:** Use some discretion and common sense when accepting these changes. Grammarly is merely offering grammar and style suggestions for you to accept or decline. Remember, Grammarly is a machine and it can interpret your text differently than a person would.

6. Click the “**Next**” button to review each suggested correction.
7. Once you have accepted or ignored all the suggested changes by Grammarly, close the pop-up suggestion box, by clicking the **x**.



8. Next, you will see your text with all the changes in **blue**. You may **copy and paste** this revised text back into a Word document to continue working on your assignment.



Remember, Grammarly is a computer-generated grammar and revision tool to help you improve your writing. Even though Grammarly offers suggestions and options for improving your sentences, it is up to **you** to decide which changes will best improve your assignment drafts.

If you have any questions about using Grammarly, please email the Ashford Writing Center at [writing@ashford.edu](mailto:writing@ashford.edu)

