



1. Sign up for Grammarly@edu at www.grammarly.com/edu/students using your authorization data and the access code provided.
2. Once you login, please copy your text and paste it into Grammarly (click Paste on Grammarly toolbar; use CTRL-C, CTRL-V combination). Note that the "start review" button will not be activated until you paste some text.
3. Select the analysis genre ("academic essay" is the optimal review genre). Click the "Start Review" button to check the text.
4. Once the text is analyzed, Grammarly will show 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 individual error explanations and suggestions, click on the tabs on the right side of the report.
5. You can review the suggestions and apply the changes either by manually correcting (rephrasing the highlighted part according to the suggestion) or clicking on the corresponding correction offered by Grammarly.
6. Once done with the corrections, you can either re-process the draft and review the updates, or paste the final version back into your word processor.
7. There is an option to save/print the corrected document and the report for your own reference. To do so, please click "Save/Print Report". The button is located under the "score" section.

Note that not all suggestions need to be implemented - you can decide which suggestions add the most to your writing.

We hope you enjoy using our services.