

Using Grammarly for Education (Premium)



Grammarly is a grammar and spell-checking tool used for proofreading. It can detect potential errors and grammatical spelling mistakes in writing and make suggestions to correct them.

Free vs Premium Accounts

Grammarly offers both 'free' and 'Premium' accounts. For comparison, go to: <https://www.grammarly.com/plans>

Through UTS Library's subscription, you can create an education account without any cost to you. An *education* account is the same as a *premium* account.

Creating a new 'Grammarly for Education' account

- Go to: <https://www.grammarly.com/edu/signup>.
- Enter your **UTS Email Address**, choose a **password** and enter your **name**.
- Select **Agree and Sign up**.

Grammarly will send you a confirmation email to your UTS email address. Sometimes, it can take up to 24 hours for that email to arrive in your inbox.

- Log in to your **UTS Email Account** in Microsoft Outlook.
- Open the confirmation email you have received from Grammarly. It may ask you to verify your email address. Follow the prompts.

What if I already have a free Grammarly account?

If you already have a free Grammarly membership:

- Log out of that account,
- Clear your browser's history, cookies and cache,
- Visit <https://www.grammarly.com/edu/signup> and create a new Grammarly *Education* account following the instructions above.
- Use the Grammarly Education account going forward.

Logging in

After creating (and confirming) your account, you are ready to start using Grammarly.

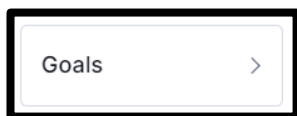
- Sign-in <https://www.grammarly.com/enterprise/signin>
- Enter the **UTS email address** and the **password** (that you choose during the sign-up process)

You are now on the Grammarly site: <https://app.grammarly.com/>

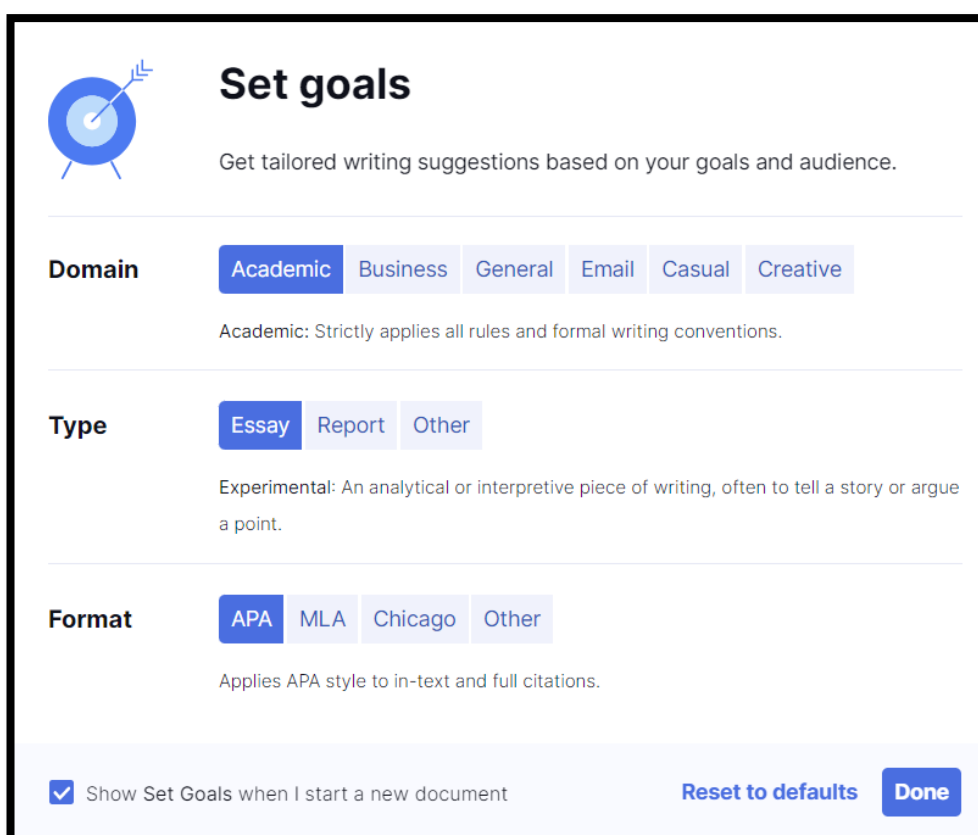
Adjusting Writing Goals

It is recommended that you adjust your writing goals in the Grammarly Online Editor to ensure Grammarly gives you the most appropriate suggestions.

- Go to: <https://app.grammarly.com/>
- Open a new document
- From the right-hand navigation, choose: **Goals**



- For Academic writing, adjust your goals as shown in the below screenshot:

A screenshot of the 'Set goals' configuration page. It features a target icon and the title 'Set goals'. Below the title is the text 'Get tailored writing suggestions based on your goals and audience.' The page is divided into three sections: 'Domain' with buttons for 'Academic', 'Business', 'General', 'Email', 'Casual', and 'Creative'; 'Type' with buttons for 'Essay', 'Report', and 'Other'; and 'Format' with buttons for 'APA', 'MLA', 'Chicago', and 'Other'. Each section includes a brief description of the selected option. At the bottom, there is a checkbox labeled 'Show Set Goals when I start a new document' which is checked, and two buttons: 'Reset to defaults' and 'Done'.

Setting up Language Preference

Grammarly, by default, uses American English, so it is a good idea to change it to Australian English.

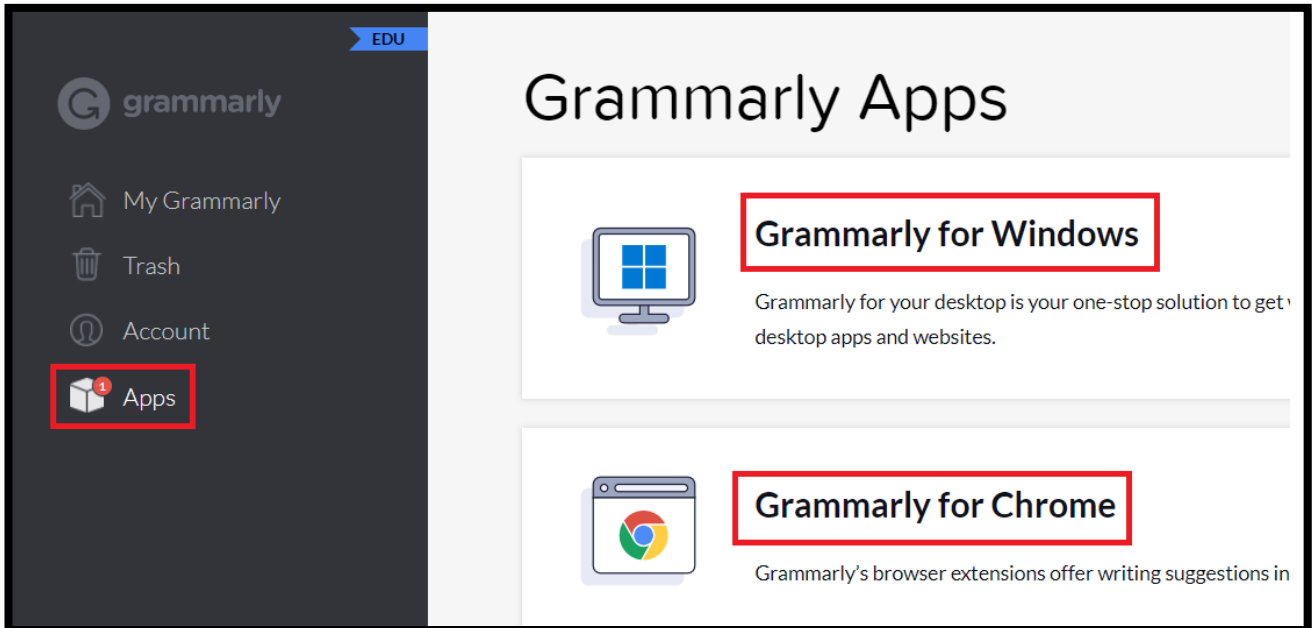
- Go to <https://account.grammarly.com/customize/language>
- Choose: **Australian English**



Downloading Grammarly Apps

You can use the 'Grammarly Online Editor' – or the browser version of Grammarly, but a better option is to download the relevant apps to your computer.

- To download Grammarly **Apps**, go to: <https://app.grammarly.com/apps>



- If you are a Microsoft Windows user, install Grammarly for Windows
- If you are an Apple Macintosh user, install Grammarly for Mac

If you wish, you can also install the Grammarly extension for your browsers. Supported browsers are **Chrome, Safari, Firefox** and **Edge**.

After installing the apps, you must log in to Grammarly (again) using the **UTS email address** and the **password** (that you chose during the sign-up process).

Tips & Tutorials on how to use Grammarly

The Grammarly website has extensive tips and tutorials on how to use various features of Grammarly.

For more information, visit: <https://support.grammarly.com/hc/en-us/categories/115000018631-Tips-Tutorials>