

Grammarly Guide

What is Grammarly?

Carthage College holds a college-wide license to Grammarly@edu, a software program designed to support student proofreading and grammar learning in the context of their own writing. Grammarly can also check for plagiarism and offer word choice suggestions.

Grammarly@edu is available to all faculty and students at Carthage College.

Sign up for an account

1. Go to OneLogin either at <https://carthage.onelogin.com> or through the Tools menu on the main Carthage web site.
2. Login with your user ID and password as you would for Schoology.
3. Click the Grammarly icon on the main screen.
4. If you already had a free version of Grammarly, you will be prompted by Grammarly to also sign in with your prior credentials.

Users should not try to add icons to the screen or "create account" on their own.

Add Grammarly to browser

Grammarly provides a free browser extension for:

- Chrome
- Safari
- Firefox
- Edge (Formerly known as Internet Explorer)

First open one of the browsers above and go to <https://www.grammarly.com>. Navigate to a green button that says "Add to _____ It's free"

(Note that Grammarly recognizes which browser you're in so the blank space will say the browser that's currently open).

1. Click "Allow". Software should start to download
2. Click "Add" to give software permissions
3. Click "Okay" to finalize
4. The grammarly icon should now appear in your browser toolbar
5. If you do not already have an account, you will be prompted to create one.

Add Grammarly to desktop

Go to <https://www.grammarly.com/native/>. Grammarly will recognize whether you are using a Windows or Mac computer and a button should show up that says "Download Grammarly for (Windows or Mac)".

1. Click the red download button

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2. Once the software has been fully downloaded click "Open"
3. A popup of a tour should appear either click through the tour or click "Skip"
4. You will then be taken to a Member Login Page
5. Either create a new login or enter your login credentials
6. You will then be taken to the homepage

Use Grammarly online

You can use Grammarly without downloading anything. Go to <https://grammarly.com> to paste text or upload your document.

To paste:

1. Click "New"
2. Type your title
3. Paste (Ctrl+V) your text
You can also type directly in this textbook

To upload a document:

1. Click "Upload"
2. Locate document (.doc, .docx, or .txt)
3. Double click or Select "Open"

Use Grammarly in Microsoft Word

Go to <https://www.grammarly.com/office-addin>

1. Click the green "Get it for Windows" button and follow the instructions
2. Open any text document in Word
3. Find the Grammarly tab in the toolbar, then click Open Grammarly.

Use Grammarly on your phone or tablet

1. Go to the App Store or the Google Play Store
2. Search for and download "Grammarly Keyboard"

Find answers to your questions about Grammarly@edu at support.grammarly.com.

Need help understanding Grammarly's suggestions or deciding what changes to accept? The Writing Fellows at the [Brainard Writing Center](#) are happy to help you sort through the recommendations, decide what makes sense, what doesn't, and how to move forward. Learn more about the Writing Center at www.carthage.edu/writing-center.