

Grammarly Tutorial script

Welcome to this tutorial on Grammarly.

Use Grammarly to improve spelling, grammar, punctuation, sentence structure, and style in your writing.

Grammarly is a free service for UPEI students, faculty, and staff.

What is Grammarly?

Grammarly is an automated revision tool that helps you identify ways to improve your writing skills. Using in-text editing, Grammarly checks your work and provides suggestions on proper word choice, grammar, punctuation, and writing style.

Grammarly helps you to proactively correct your research essays before they are submitted.

How do I access Grammarly?

To sign up for Grammarly, go to the Robertson Library home page. Click on the green Grammarly button.

Click on the link under Sign up for Grammarly to create your account. Enter your UPEI email address, then check your UPEI email for your Grammarly activation notification. If you already have a Grammarly account, simply click on the Grammarly button from the library homepage. From the library's Grammarly information page, click on the Grammarly button or the login to Grammarly link. Enter your UPEI email and password from the Grammarly login page.

How do I use Grammarly?

Once you've signed into Grammarly, you'll be taken to the homepage. Right now, it's empty because we haven't uploaded any documents. In order to do so, you can upload an existing document in a variety of formats by clicking on the upload button or simply drag and drop your document file into the My Grammarly directory. You can then download the edited document back onto your computer when you have finished checking your text. Alternatively, you can click new and simply copy and paste text into a new Grammarly document. If you copy and paste text, all formatting, like italics and font size, will be removed. If you would like to maintain the formatting of your text, it's recommended that you use the upload and download functions to check your text.

Please keep in mind that there are limits as to how big your document can be. You can upload a document that is under 2 megabytes and fewer than 20 pages.

What types of files can I upload to Grammarly?

You can upload a text file, a DOC file, a docx, and RTF files. When you upload a document, Grammarly will not display any formatting that you've already done to your document in a word processor. Don't worry though, because once you download your edited document from Grammarly, that formatting will still be there in your file. Select your document to upload. Here's the document that I have uploaded. Here's the option to copy and to paste text.

Okay, I've uploaded a document. Now what?

Now that you have text to work with, you can use the toolbar on the left side of the screen to edit your work. Hover over the pen symbol to choose which type of document you're writing. Is it an academic essay? literature review? Or a business report? Based on the type of document you choose, Grammarly will create style and formatting tips. Once you've indicated what kind of document you're writing, you can turn on several different checkers. You can check for contextual spelling, punctuation, grammar, sentence structure, and style.

A lot of errors are showing up in my document. What do they all mean?

Grammarly will suggest corrections to the right of your text. You can accept the correction by simply clicking on it, which will change your text. If you change your mind, you can click on undo to revert to your original text. If you want to know more about why Grammarly is making a particular suggestion, click on the down arrow to view a detailed explanation of a correction. To ignore a suggested correction entirely, click on the X on the far right. If you are using specialized or local spelling of a word that Grammarly doesn't recognize. You can add that word to your personal dictionary so that Grammarly won't identify it as an error in the future. One thing to keep in mind is that Grammarly does not distinguish between American spelling and Canadian spelling. So that is something you will have to be on the lookout for. You might have noticed a toolbar on the bottom of the screen. On the bottom left is the type of document Grammarly is comparing your style and format against. Grammarly provides a word count and the number of what it calls critical issues in your text. These issues are highlighted in red. Grammarly also gives you a score on the bottom right. This is a numerical mark based on the number of errors Grammarly has identified in your writing. This score or mark is not an indication of the value of your work or of the mark that your professor will give your work. It's only based on the number of spelling, grammatical, and punctuation errors in your writing. The key thing to remember when using Grammarly is that Grammarly suggests your corrections are just that. Suggestions. Ultimately, you have the final say when it comes to your writing. Because Grammarly is automated, it doesn't always pick up on local spelling, vocabulary, or deliberate style choices. Carefully

consider Grammarly suggestions and decide for yourself if they are right for your writing.

I see a plagiarism checker, which is great. Once I use that, my work is ready to hand in right?

Not exactly. The plagiarism checker is able to check your writing against websites like Wikipedia, online news websites such as CBC and BBC, and many Open Access journal articles. However, Grammarly is not able to check your work against the vast majority of the library's resources, such as ebooks and journal articles. I don't recommend that you rely on the plagiarism checker to ensure that you are properly citing references in your work. Check with your professor and/or the library if you have any questions about plagiarism and citations.

Once you have finished editing your writing in Grammarly, you have two options to export it. You can copy and paste the text into a word-processing document, or you can download the text. If you began by uploading a document, Grammarly will export your document in the same file format that you started with. For example, if you started by uploading a docx file, your Grammarly document will be available to download as a docx file. The changes that you've made in Grammarly will be retained in your downloaded file.

If I want help with my writing, is Grammarly the only resource available to me?

Not at all. The Writing Centre, located in the Learning Commons on the main level of Robertson Library, is available to all students at UPEI at no cost. Staff there can provide a much more comprehensive review of your writing from the very beginning to brainstorming topics to looking at the format and content of your writing. The Writing Centre can also help you understand plagiarism and how to properly cite sources. Simply drop by the Writing Centre in Room 274 to make an appointment.

Need more help? Ask in-person at the Library, phone 902-566-0583, email reference@upei.ca, or use the LiveHelp Chat Service from the Library website or from the Library Resources block within Moodle.

We are here for you.