grammarly

Sign-Up Instructions

To create your account, go to https://www.grammarly.com/edu/signup.

Type your name, **@lakeviewcol.edu** email address and preferred

password. Click on the Sign Up button.

grammarly @edu

Already have an account? Log in

Create Your Account

Name

Email

Password

Sign Up

By signing up, you agree to the **Terms and Conditions** and **Privacy Policy**. You also agree to receive product-related emails from Grammarly from which you can unsubscribe at any time.
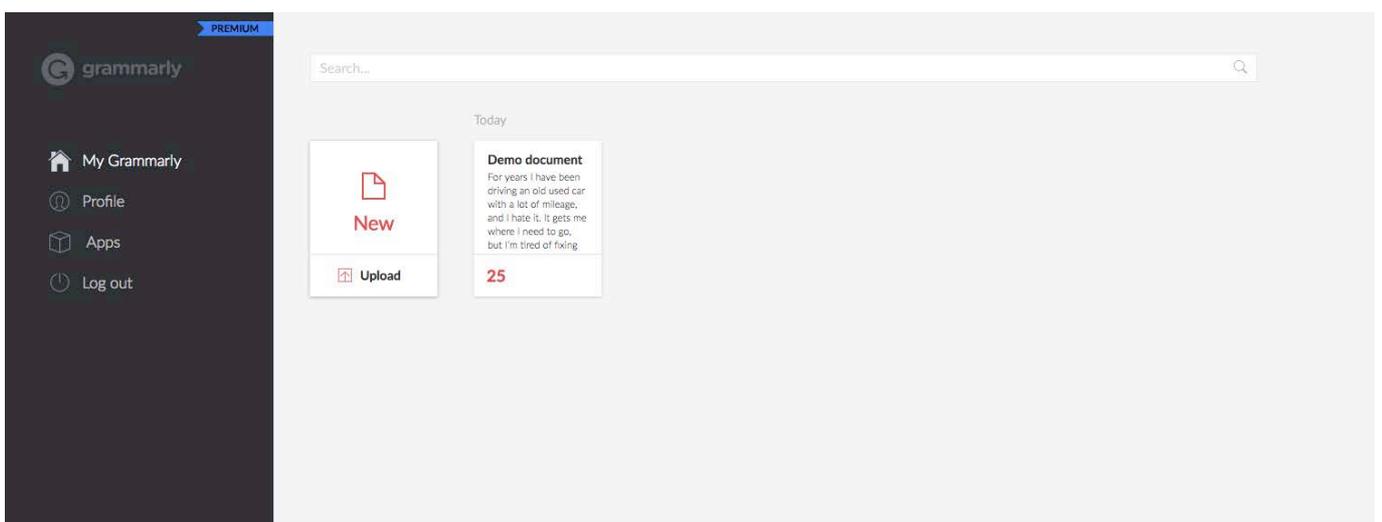
You will receive a confirmation email with an activation link.
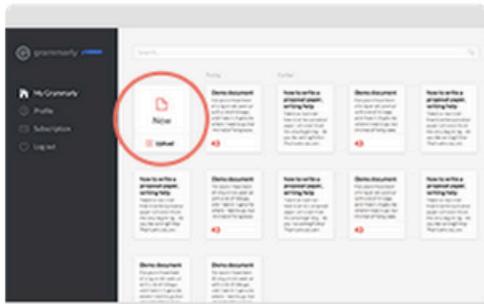

Thank you for registering your account.

An email has just been sent to **your.email@schooldomain.edu**. To get access to Grammarly EDU, please check your inbox and click the confirmation link to verify your account.

Once you confirm your subscription, you will be instantly redirected to the Grammarly Editor.

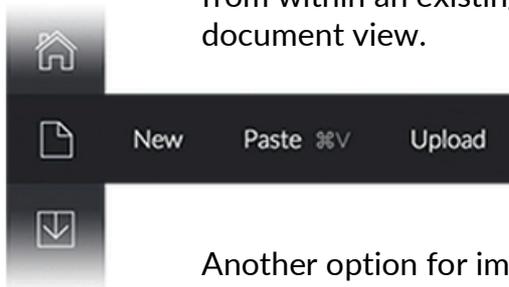![grammarly](grammarly logo)

Create New Document

You can create a new blank document or upload an existing document (.txt, .doc, .docx, .rtf) to edit it with Grammarly.
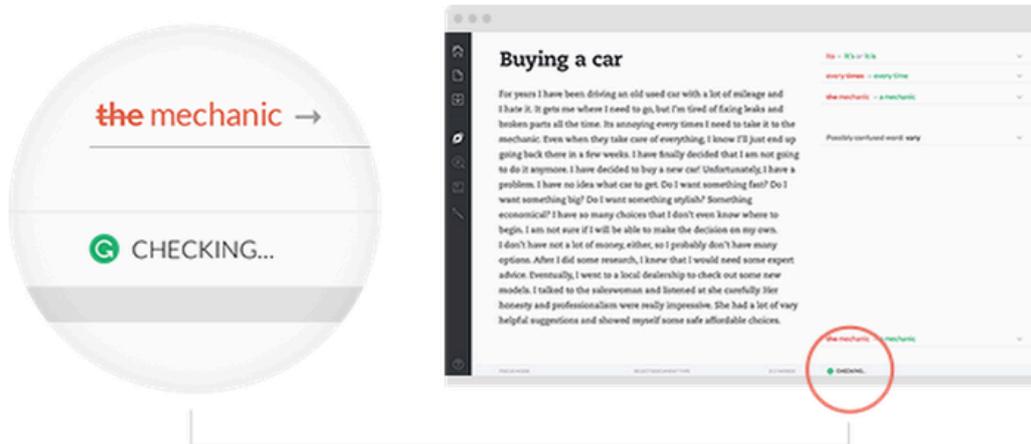

You can also create a new document from within an existing open document view.

Another option for importing existing text is to create a blank document, then paste in text from your clipboard (CTRL+V on PCs and ⌘+V on Macs).
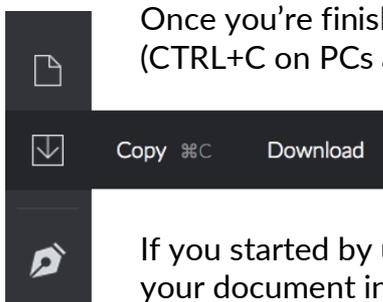
Editing text

Grammarly automatically checks everything you type, making it easy to spot and fix errors quickly. When your document is being checked, a notification appears in the status bar at the bottom of the page. You can keep typing, and Grammarly will continue checking.

Changes to your document are automatically saved to Grammarly as you type, so you do not have to worry about losing your work.

Exporting document

Once you're finished editing, you can copy the text to your clipboard (CTRL+C on PCs and ⌘+C on Macs) or download the document.

If you started by uploading a document file, Grammarly will export your document in the same file format that you began with (for example, if you started by uploading a .doc file, your Grammarly document will be available to download as a .doc file).

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Making corrections

Correction cards are shown to the right of the text, allowing you to correct a mistake in one click.

Accept a correction

Click on a suggested correction to apply the change in the text. To revert a recently applied correction, click Undo.

Add to dictionary

Words added to your personal dictionary are no longer highlighted as mistakes.

Expand a card

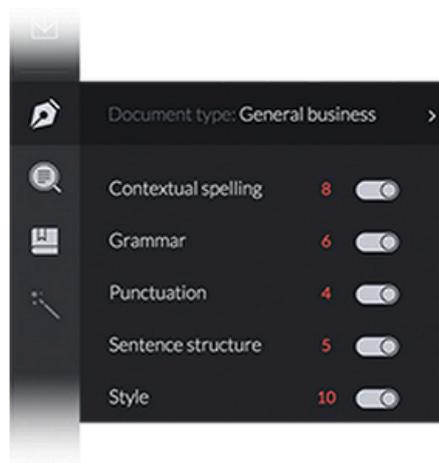View a detailed description of the highlighted mistake.

Ignore a card

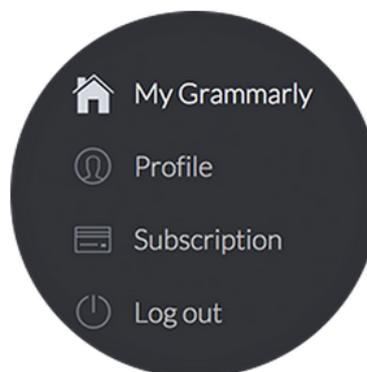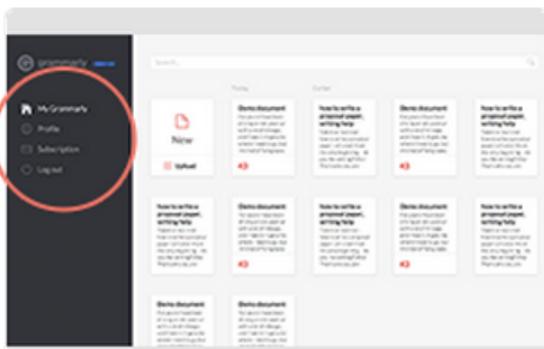Cards you ignore are removed from the list of correction cards.

Grammarly checks

You can easily see which checks
Grammarly is running on your document
and click to toggle a check on or off.

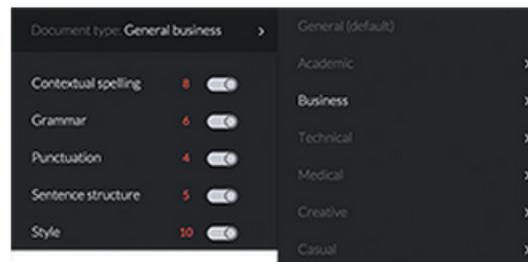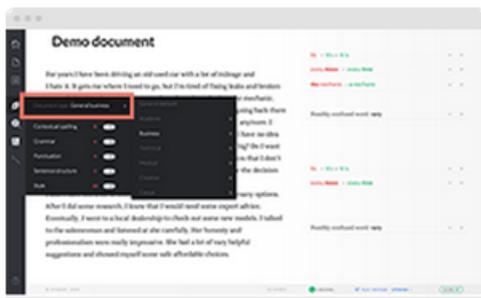# Document and desktop
settings

The document desktop is
where your documents are
stored.

You can change your Profile
and Subscription settings from
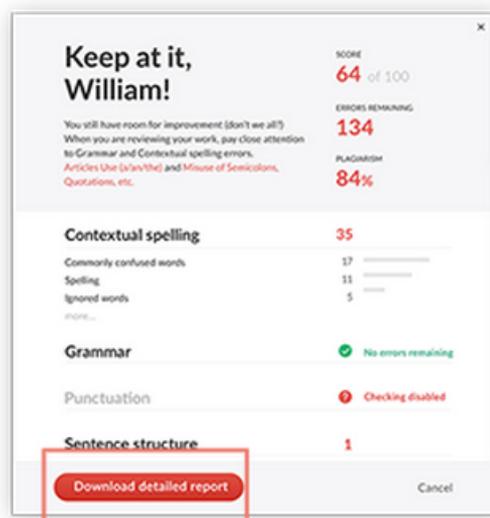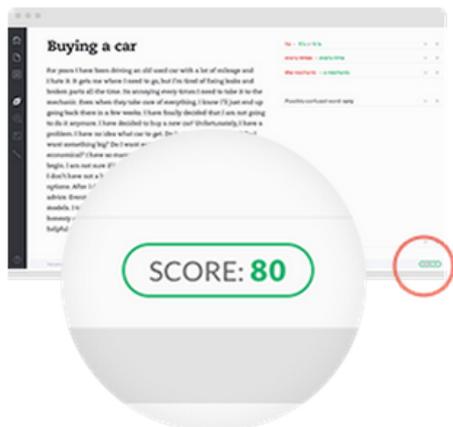the menu in the left-hand

Specialty documents

Choose a type for your document to get the most accurate and relevant corrections for your specific writing situation.

Document statistics

Click the score button in the lower right corner of the screen to view a detailed document statistics dashboard.

You can download all the information shown on the dashboard in one convenient report by clicking the «Download detailed report» button.

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Browser Extensions

Grammarly works anywhere you write on the web. You can use it with your LMS, E-mail, Social Media, Blogs and many more.

Grammarly for Microsoft® Office

Dangling modifiers? Gone. Wordy sentences? A thing of the past. You can save your valuable time, because Grammarly Add-in works great with Word® and Outlook™.
You can download the Add-in at grammarly.com/office-addin

Desktop Apps

You can install the Grammarly app on Mac or Windows. Simply drag a file you would like to proofread into Grammarly application. Automatic updates ensure you always have the latest version.
You can download the App at www.grammarly.com/native