



Grammarly for Education



User Onboarding Guide

Get started with Grammarly for Education

Grammarly is the trusted AI writing partner that augments writing and learning, enabling students, faculty, and staff to become effective communicators.

It meets your institution everywhere you work and enhances learning throughout the entire writing journey.

This user onboarding guide will walk you through Grammarly for Education to help you get started.

Let's begin

Content Overview

Basic set-up and customization

- [Getting Started](#)
- [Joining a Grammarly for Education License](#)
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Institution Features

Ideation & efficiency

- Accelerate Productivity with [Generative AI](#)
- Writing More in Less Time with [Snippets](#)

Institution Preferences

Staying on Brand with Grammarly for Education

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Joining a Grammarly for Education License

Depending on your institution's preferred authentication method, users can join an institution's license through an Invitation URL or via SAML Single Sign-On (SSO).

Invitation URL

If you have been invited to your institution's Grammarly for Education license, please check your inbox for an email titled **"You're Invited to Join [Your Institution's Name] on Grammarly for Education"** and click **Activate My Account**.

- New users will be prompted to enter name and password to create an account
- Existing users will be prompted to sign in to accept invitation.
 - To request a refund for your premium subscription, click 'request a refund' under [subscription information](#).
 -

SSO

If an institution enables SSO, the user is able to sign up for Grammarly access through their institution's credentials. Navigate to the grammarly.com/edu/signup page to enter your institution email address to activate your account.

Watch Demo video

Length: 5 mins 5 secs



Getting Started

Once you've created and activated your Grammarly account, visit app.grammarly.com to access your account hub, where you can manage your settings and create new documents.

Installing Grammarly for Education

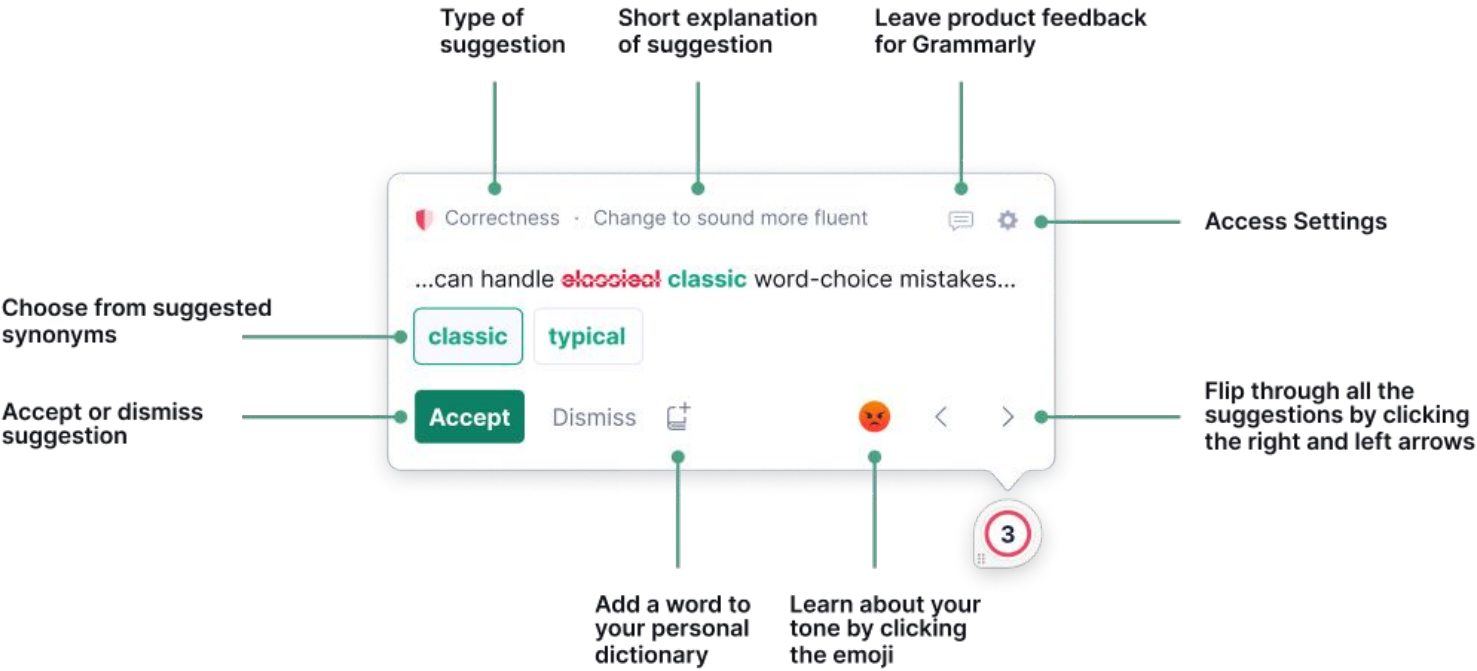
[Grammarly for Windows and Grammarly for Mac](#) are available options to seamlessly install the platform into your desktop. Once the application is installed, open any app or website on your computer and start typing. You will see a floating Grammarly widget on your screen. To integrate AI writing assistance into all the places you write, go to app.grammarly.com and open the **Apps** tab.

Writing and Editing with Grammarly

Now that you have installed Grammarly into your desktop and commonly used apps, you will start to receive real-time feedback and suggestions from Grammarly. Ensure your account is logged in and install the plug-in on your browser.

Clicking into the  will display all edits, suggestions, and feedback. You can also navigate to the Generative AI menu through this pop up.

Here is an overview of the different elements you'll see on a suggestion card:



Personalization

Customize

The Customize tab allows you to customize and control language settings and writing style preferences. These settings help you receive personalized suggestions and ensure consistency in your writing.

You can select your primary language, the English dialect that you would like to receive suggestions for, and turn “fluency assistance” on.

You can also add words to your personal dictionary and personalize your writing styles.

If a setting is locked in “Writing Preferences”, the account admin has chosen the setting for the entire organization. If a setting doesn’t have a lock, you can choose to turn it on or off yourself.

Language settings

Tailor writing suggestions to your personal language background.

New for Grammarly Business

You can now set a dialect preference for your entire organization in style guide.

Select team dialect preference

Primary Language

Select your primary language.

Select your language

Dialect

I write in

American English

This preference has been set by your organization.

Fluency Assistance

I want fluency assistance

OFF

Enable writing suggestions to sound more fluent in English.

Your dictionary

New for Grammarly Business

You can now set up an organization-level dictionary in style guide.

Set up organization dictionary

Improve your Grammarly experience by adding words to your personal dictionary. These words will no longer be flagged as misspellings.

Add a new word

Add

Watch tutorial video

Length: 1 min 48 secs



Grammarly for Education Basics

Improving the quality of your writing is easy with Grammarly for Education and its robust communication features.

Correctness

Suggestions about spelling, grammar, and punctuation are underlined in red.

Clarity

Suggestions for making your writing easier to understand are underlined in blue.

Engagement

Suggestions that make your writing more compelling, like word choice improvements, are underlined in green.

Delivery

Suggestions that help you craft your message with the appropriate tone and attitude are underlined in purple.



Brand Tones & Style Guide

Ensure your content is consistent and aligned with institution messaging with brand tones and style rules that appear when/where you write.

Watch tutorial video

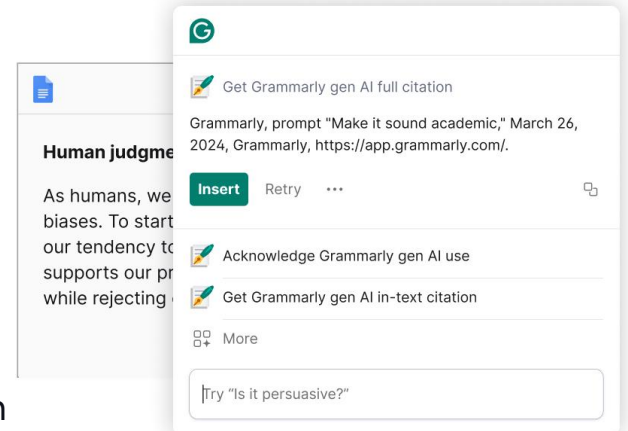
Length: 2 mins 12 secs



Generative AI

Leverage Generative AI to assist in rewrite and ideation. Generative AI is enabled by the institution and under the Admin's permissions to turn off or on.

- **Write faster, in the flow of work**
Speed up composition in existing workflows and reduce time spent on revisions, so you can focus on high-value work
- **Deliver quality communications, in context**
Create relevant, high-quality writing with generative AI that understands your context, writing style, and goals
- **Work securely, with genAI you can trust**
Confidently use generative AI that's built with high standards for enterprise data security, user privacy and responsible AI



Watch tutorial video

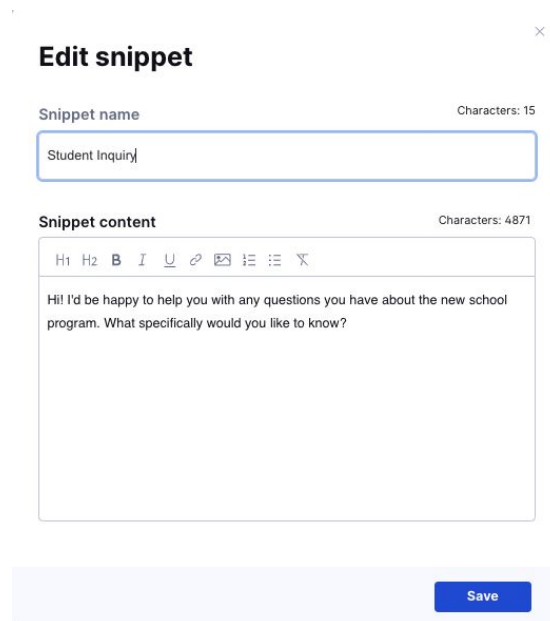
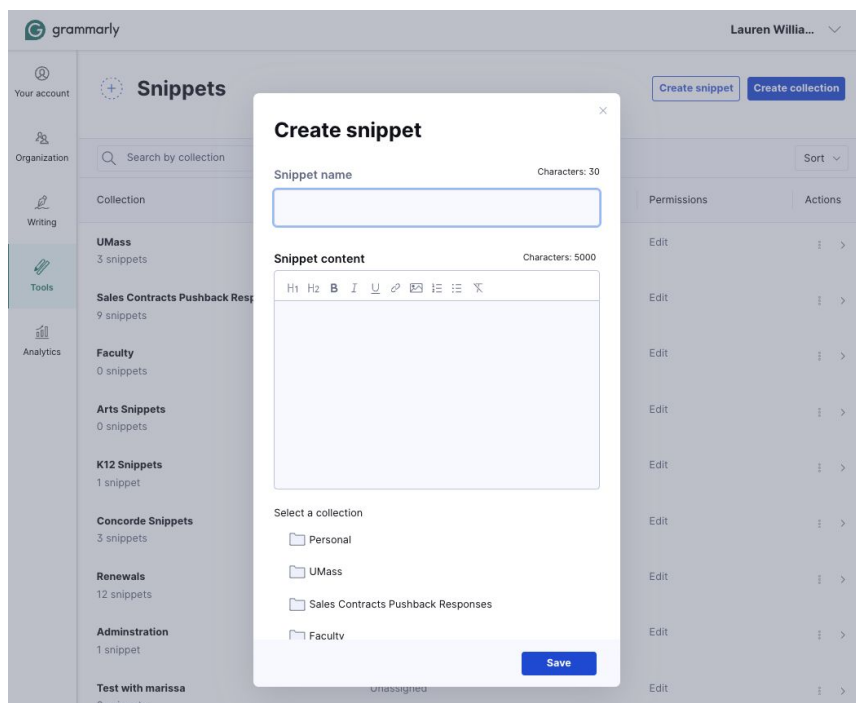
Length: 3 mins 54 secs



Snippets

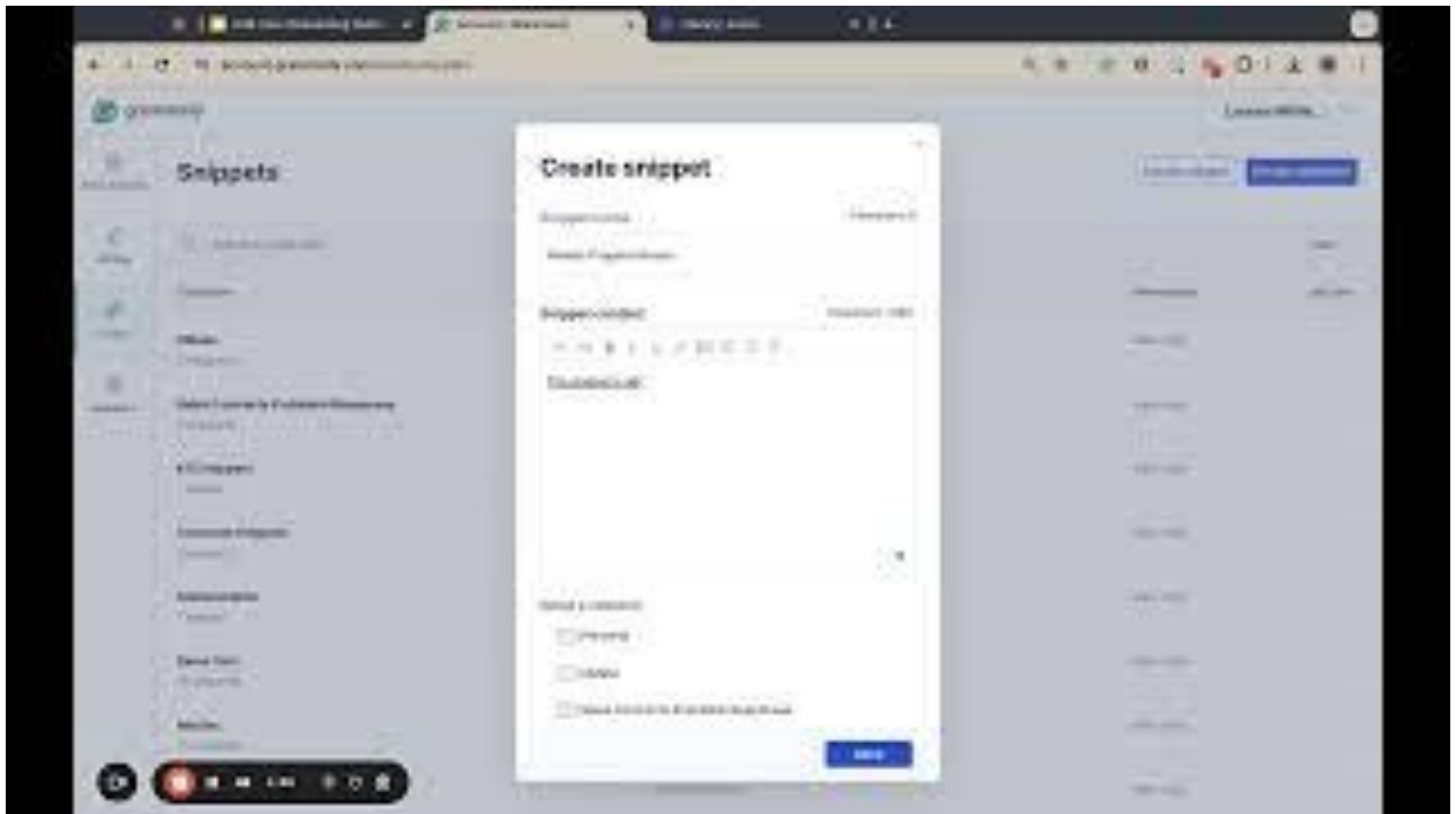
Create more time for high-value work by quickly inserting commonly-used text

- Quickly insert snippets from your library of pre-approved winning phrases, sentences, and paragraphs.
- Build and manage your snippet library with three easy ways to add new snippets.



Watch tutorial video

Length: 2 mins 14 secs



Brand Tones

Brand tones play an important role in ensuring users are communicating in the correct tone and aligning with their institution's messaging in the correct manner.

- Brand Tones can be added, removed, or modified at any time in the Admin Panel



Grammarly EDU Demo Tone Profile

Add tones

ON-BRAND

I want to sound enthusiastic.

TONES

Joyful,
 Loving,
 Excited,
 Admiring

EXPLANATION (DEFAULT)

Great job showing enthusiasm! It shows others you're interested and engaged in what they're saying.

CREATED 04.02.24

I want to be relatable.

I want to sound positive.

I want to be considerate.

I want to be understanding.

I want to show interest.

OFF-BRAND

I don't want to be unhelpful.

TONES

Dissatisfied,
 Dismissive,
 Negative,
 Defensive,
 Skeptical

EXPLANATION (DEFAULT)

If you think someone is mistaken or confused, try to ask open-ended questions rather than sounding distrustful or defensive.

CREATED 03.29.24

I don't want to be rude.

I don't want to be too blunt.

I don't want to sound too casual.

Style Rules

Style rules allows for the admin at the institution to create shortcuts or correct commonly misused phrases or words to ensure that users are representing the institution's brand accurately.

- Style rules can be added, removed, or modified at any time in the Admin Panel



Grammarly EDU Demo Style Guide

Import list

Add rule

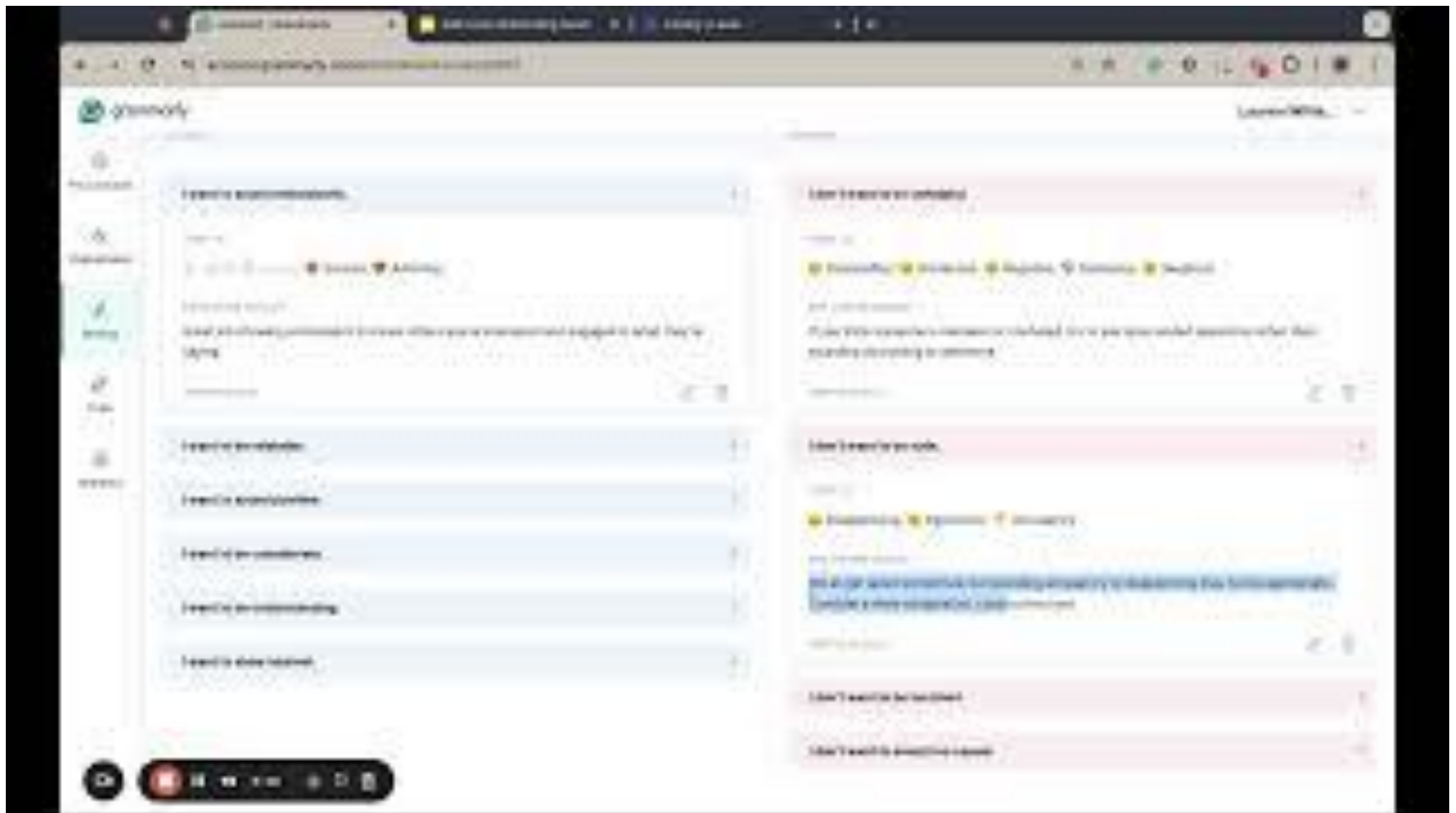
Columns ▾

 Export

☐	Original text ⓘ	Replacement text ⓘ	Explanation ⓘ	Viewed ⓘ	Accepted ⓘ
☐	ACT		Ensure you only use these initial...	15	---
☐	AISD → American Internatio...	team please use the full name in...		1	---
☐	ALLT → Applied Linguistics ...			2	50%
☐	American Revolution → American Revolution	The American Revolution was a ...		---	---
☐	APPR → Annual Professional...			---	---

Watch tutorial video

Length: 4 mins 23 secs

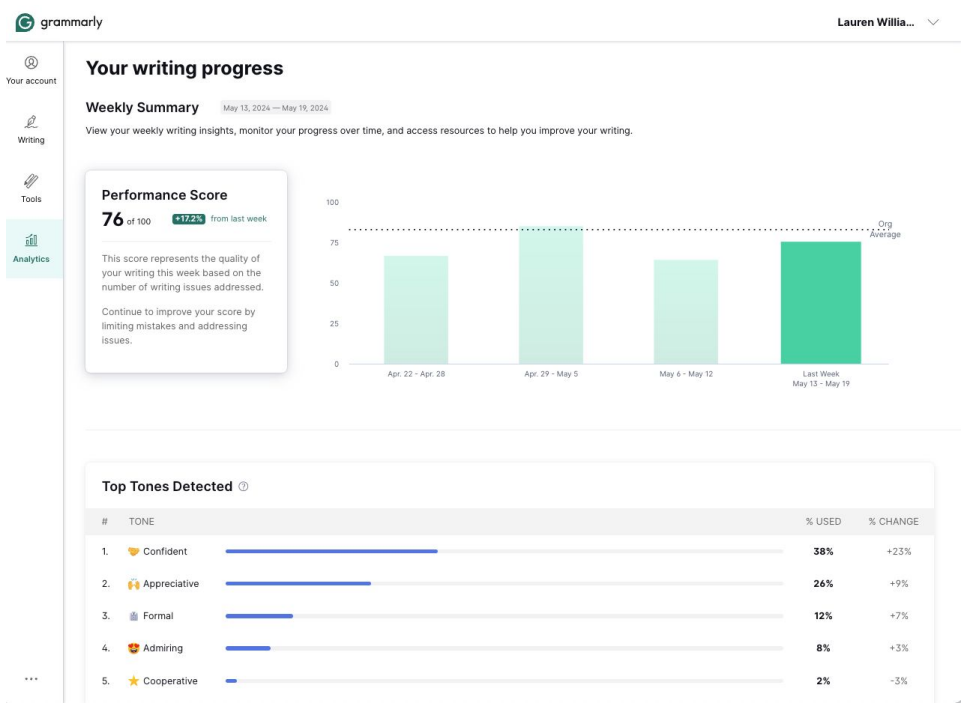


Analytics

Users can access detailed insights and data about their writing, enabling them to enhance their writing skills and gain a better understanding of their habits. Identifying fundamental writing errors can improve the user’s writing from the outset, even before considering Grammarly’s suggestions.

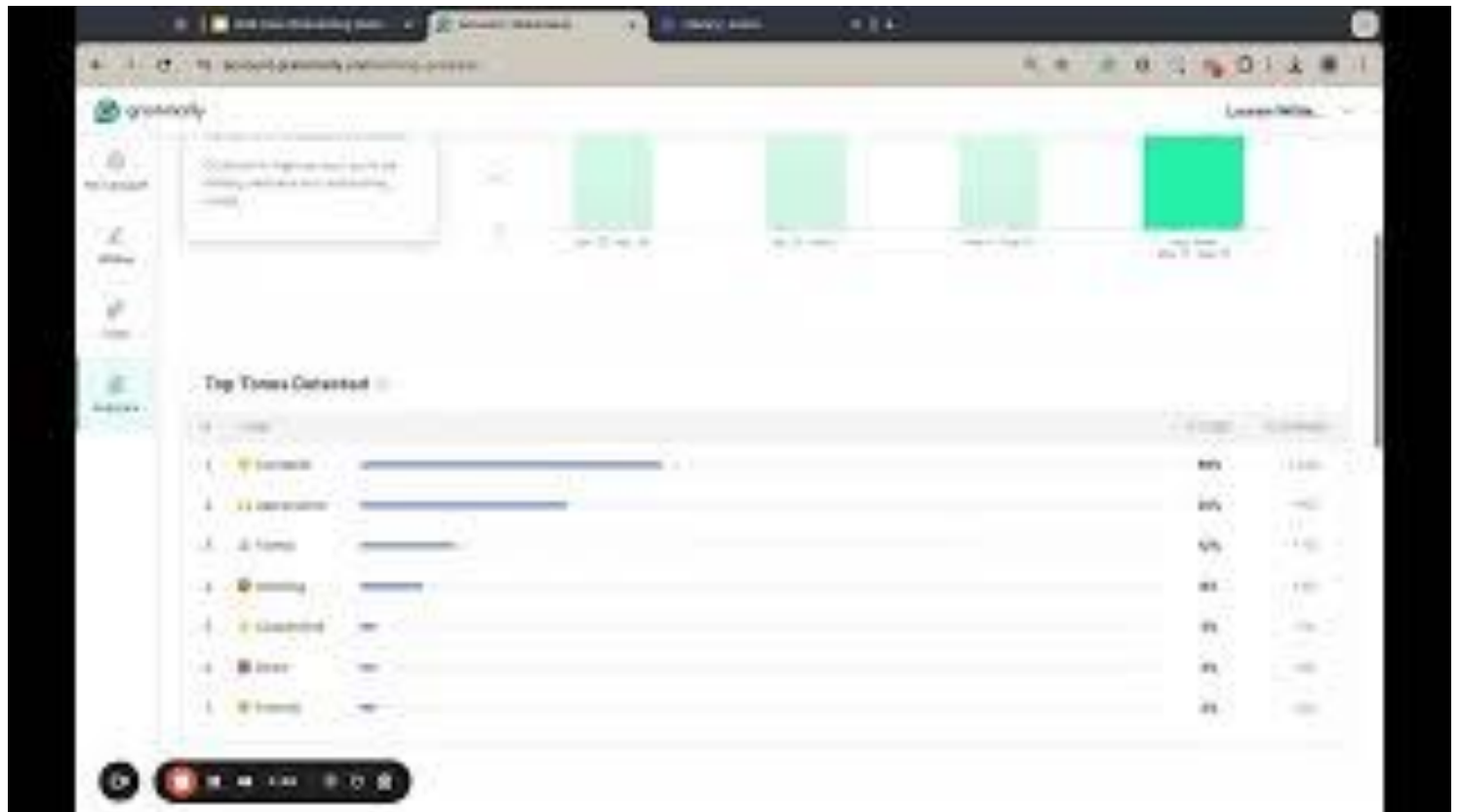
View performance score, top tones detected, areas for improvement, and overall Grammarly usage.

- Adjust dates desired to see changes in writing over time



Watch tutorial video

Length: 2 mins 59 secs



Commonly Asked Questions

How to use Grammarly in...

Your desktop applications (Microsoft Office) and most of websites

- [Grammarly for Windows and Grammarly for Mac user guide](#)
- [How do I install Grammarly for Windows or Grammarly for Mac](#)

Your browser and Google Docs

- [Grammarly browser extension user guide](#)
- [How to install the Grammarly browser extension](#)

Other resources

- EDU features: [Create snippets](#), customize your [writing preferences](#) and view your institution's [Brand Tones](#) and [Style Rules](#)
- How to use Grammarly's [generative AI assistance](#)
- [Tips & Tutorials](#) for all Grammarly product offerings

Commonly Asked Questions

My account related

Joining my institution's Grammarly license

- [Join your school's Grammarly for Education license](#)
- [Accept an invitation from my institution to join](#)
- [Converting personal account to EDU account](#)

Logging in

- [My school is using SSO and I can't log in](#)

Common issues and how to resolve them

- [My school's Grammarly subscription has been deactivated](#)
- The Grammarly widget disappeared: [Troubleshooting Grammarly for Mac or Grammarly for Windows](#)
- I see the [Error: Can't connect to Grammarly or Something went wrong](#) when using Grammarly for Windows and Mac

For any support not listed in this guide, please reference our support page [here](#)

Thank You



Grammarly for Education