Grammarly Premium: Getting Started & Policy Guide

Welcome! **Grammarly Premium** is an assistive writing tool provided as an academic accommodation. It helps you organize your thoughts, edit assignments efficiently, manage sentence structure, and navigate academic writing expectations independently.

⚠️ Mandatory Student Accommodation Expectations

When using Grammarly Premium as an approved accommodation, you are expected to adhere to the following institutional standards:

1. **Academic Integrity & Originality:** Grammarly Premium is designed to assist with editing, clarity, and proofreading. You remain responsible for ensuring that all submitted work represents your own ideas and understanding.
2. **Generative AI Guidelines:** Features such as generative AI drafting or brainstorming should be used only in alignment with your specific course syllabi and instructor policies. Always verify if AI generation is permitted for a given assignment.
3. **Plagiarism & Citation Verification:** Use the built-in plagiarism and citation tools as a safety net to double-check that all outside sources are properly credited.
4. **Personal Educational Use:** Your institutional Grammarly Premium account is allocated for your individual educational coursework. Do not share account access or login credentials with others.

Step-by-Step Setup Guide

Step 1: Activate Your Account

1. Check your student email inbox for an invitation from **Grammarly** or visit grammarly.com/enterprise/signup.
2. Sign up using your official **.edu** email address or your school's Single Sign-On (SSO) portal.
3. Verify your email to activate your Premium account features.

Step 2: Install Grammarly Where You Work

- **Desktop App (Recommended):** Download **Grammarly for Windows or Mac** at grammarly.com/desktop. This creates a floating widget over apps like Microsoft Word, Pages, and email clients.
- **Browser Extension:** Add the extension to **Chrome, Edge, Safari, or Firefox**. This activates Grammarly inside Google Docs, Canvas, Blackboard, and webmail.

Step 3: Set Your Personal Writing Goals

1. Open any document with Grammarly active and click the **Goal Target icon** (located on the sidebar or widget menu).
2. Set your **Audience** to *Academic* for college papers or *General* for emails.
3. Adjust your **Formality** (e.g., *Formal*) and domain preferences.

Step 4: Utilize Key Accommodation Features

- **Full-Sentence Rewrites:** Click on **blue underlines** to see simplified, clearer sentence structures. This helps reduce wordiness and cognitive fatigue during editing.
- **Tone Detector:** Click the **Tone icon** before emailing a professor to ensure your message sounds polite, clear, and professional.
- **Plagiarism & Citation Checker:** Run the **Plagiarism** tool on the right sidebar to verify citations across web databases before submitting papers.
- **Generative AI Assistance:** Use the prompt bar to generate paper outlines, brainstorm research topics, or kickstart initial drafts.

💡 Top Tips for Accommodation Success

- **Don't accept every suggestion automatically:** Use Grammarly as a learning tool. Read the short *"Why?"* explanations under suggestions to build editing skills over time.
- **Reduce Visual Distractions:** If the floating widget feels distracting while drafting, snooze it for 1 hour or minimize it until you are ready to edit.
- **Build a Personal Dictionary:** If you write papers with specialized medical, scientific, or technical jargon, click **"Add to Dictionary"** so Grammarly stops marking them as misspellings

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Grammarly Info