

HOW TO INSTRUCTIONS



STUDENTS: TO CREATE YOUR ACCOUNT, PLEASE FOLLOW THE STEPS BELOW.

- 1. ACCESS your Iowa Lakes email account
- 2. CHECK your inbox for an email from Grammarly & click the JOIN NOW activation link.

The Grammarly email will contain the information shown below in the header and subject line of the email.

Grammarly <info@em.grammarly.com> ACTION NEEDED: Please Activate Your Grammarly Account G grammarly

Iowa Lakes Community College has created a Grammarly account for you!

Iowa Lakes Community College has invited you to join their Grammarly license at no cost to you. Grammarly helps you compose bold, clear, mistake-free writing.

Join Now

FOR MORE INFORMATION:

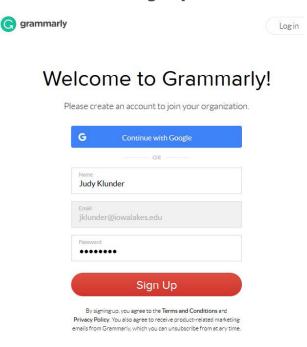
Please visit the Success Center or visit <u>https://support.grammarly.com</u> for FAQ, tips and tutorials, articles and more.

*Grammarly will not fix your writing for you; it is up to you to incorporate Grammarly's feedback and decide what suggestions are appropriate.

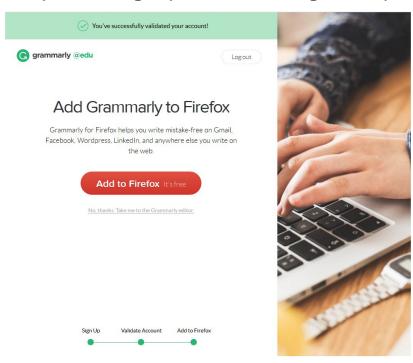




3. The name and email address fields will auto populate. Enter a password of your choice in the password field and then click on the red 'Sign Up' button.



4. The next screen will show your account has been successfully validated. Grammarly can be added to the browser you are using or you can choose to go directly to Grammarly editor.







Grammarly Dashboard

The Dashboard is where you can manage your account settings and documents. Here you can upload new text, delete old ones, and much more. (You're welcome to explore all the options!)

You can start working on a new document by clicking the 'New' button. If you want to check an existing document on your computer, click 'Upload'.

		Today			
My Grammarly		A Global Language	Keep Reading How do you remember	History of Limericks	
) Profile		Nowadays, we use all sorts of words we	your English class? You might not recall each individual lesson, but	Edward Lear's first influential limerick	
Subscription	New	don't even realize come from other languages. And with	you have surely mastered some key	collection, A Book of Nonsense, hit bookstore shelves	New
] Apps	T Upload	the amount of communication, travel,	3	nearly 200 years ago. Lear didn't invent the	INCOV
) Log out					
					🚹 Upload

You can also upload another document for checking after you've started editing. Simply use these options.

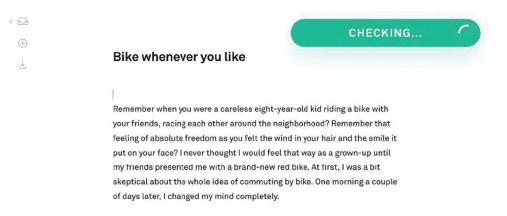
New document		
Upload document	Riding a bike	
	Remember when you were a careless eight year old kid riding a bike with	
	your friends, racing each other around the neighborhood? Remember that	
	feeling of absolute freedom as you felt the wind in your hair and the smile it	< 6.2
	put on your face? I never thought I would feel that way as a grown-up, until	
	my friends presented me a brand-new red bike. At first, I was a bit	
	skeptical about the total idea of commuting by bike. One morning a couple	
	of days later, I changed completely my mind.	(+) (+) New document
) was stuck in a traffic jam and saw in my rear mirror a man in a suit riding a	
	classy bike with his laptop case in one hand and a handlebar in the other. I	
	figured out it would take him about 15 minutes to get to the office while I	↑ Upload document
	was still sitting in my car and waiting for the cars in line ahead to move,	.↓.
	even if just for an inch. I was always very afraid of being late for my	
	business meetings.	
	That is when I decided getting on the bike. I haven't regretted my decision	
	so far. One of the best things about cycling is that the bike is perfect for	
	exercising. Just cycling to and from work or to the shops every day is	
	enough to keep you healthy and happy. Besides, its incredibly liberating to	
	be able to get anywhere without losing time in traffic jams. Also don't	
	forget about the environment benefits. Cycling helps to reduce air pollution	
	while reducing also traffic congestion and the need for gas.	





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.



You can tell if there's a mistake in your text by the red or yellow (advanced) underlines. Click on any underlined word to see Grammarly's suggestions.

Accept a correction ambigous \rightarrow ambiguous The word ambigous is not in our dictionary. If you're sure this spelling is correct, you can add it to your personal dictionary to prevent future alerts. to your personal dictionary to prevent future alerts. \leftarrow \leftarrow Dismiss a card Flag a suggestion Add to dictionary Detailed explanation

To accept a correction, simply click on it:

If you'd like to **ignore a suggestion**, click the trash can icon to dismiss it.

If a suggestion is incorrect or you'd like to report it for any reason, click the flag icon and choose your preferred option to proceed.

To see a detailed explanation about a suggestion, click the three dots at the bottom of the alert.



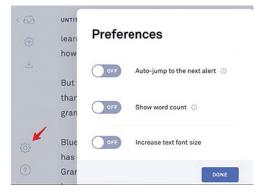


Adjusting Your Settings

If you want to achieve a specific goal with your text, Grammarly's here to help!

Select your preferred goals in the menu. You can also adjust checking to a particular document type, select your preferred domain from the list.

In 'Preferences', you can toggle the word count, font size and auto-jump to the next alert.



t year	old kid riding a	bike with		Checks spelling, co	onfused w
e nei e wir eel t g bik ng by nd.	C IL	Set goals The more Gramm of your writing, t helpful suggestid	arly knows al he more custo	omized and	ei year d hyphe
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	etps to reduce a	Technical Creative		• a careless eight y	ear old ki
	bike more ofte and to head out	Casual		• as a grown up, un	til my

There is a set of spelling and punctuation rules you can choose according to your language preferences.

Language Preference



The 'Personal Dictionary' lets you keep unique words that you don't want to be flagged as misspellings.

Customize

Personal 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
Bamozai
Corlette
detalization





Plagiarism Check

Grammarly crosschecks your text against over 16 billion web pages and thousands of articles licensed by ProQuest[™]. It highlights plagiarized passages that have been previously published elsewhere and offers citation data to create a reference in MLA, APA and Chicago Manual of Style (Turabian).

	PLAGIARISM	9 🔟
Bike whenever you like	98% of your text matches 9 fragments fr	om 6 sources
Remember when you were a careless eight-year-old kid riding a bike with	on the web or in academic databases. Cit	te them in
your friends, racing each other around the neighborhood? Remember that	MLA, APA, or Chicago format, or in anoth prefer.	er style you
feeling of absolute freedom as you felt the wind in your hair and the smile it	preter.	
put on your face? I never thought I would feel that way as a grown-up until		
my friends presented me with a brand-new red bike. At first, I was a bit	35% of your text matches this source:	:
skeptical about the whole idea of commuting by bike. One morning a couple	The bonefite of siding a bike f	ion wood b
of days later, I changed my mind completely.	The benefits of riding a bike f	or good r
I was stuck in a traffic jam and saw in my rear mirror a man in a suit riding a	Reference data – click to copy	
classy bike with his laptop case in one hand and a handlebar in the other. I	The benefits of riding a bike for good h	lealth and sou
figured out it would take him about 15 minutes to get to the office while I		

You can download a detailed PDF report with document statistics by clicking 'Correct with Assistant' and selecting the 'Performance' option. This section offers a lot of useful information about your text, including plagiarism percentage, word count and the number of characters it contains.

Performance	General me	etrics			
	381	65	3	15 sec	30 sec
his text scores better than 71% of all text checked y Grammarly where comparable goals were set. 71	used b characters	words	sentences	reading time	speaking time
ford Count	ight Score		Writing Iss	ues	
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ords 2,488 Speaking time 19 min 8 sec					
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ntences 158	the we This text score	s better than 88	Issues left %	Critical	
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eadability Metrics compared to other Grammarly users ord length 4 Below average	the we This text score of all texts che	cked by Gramma	Issues left %	✓ Critical	
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Itences 158 Addability Metrics compared to other Grammarly users rd longth 4 Below average Itence length 15.7 Above average dability score 77 O rest is likely to be understood by a reader who has at least a 7th-grade	the we This text score of all texts che	cked by Gramma	Issues left %	✔ Critical	





To do a quick check of your assignment or discussion post in LMS, you can use Grammarly Browser Extension. It can be downloaded at https://app.grammarly.com/apps

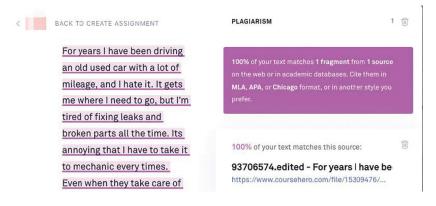
11.0	X	Grammarly for macOS	✓ ACTIVE
My Grammarly		Grammarly's native app will be right at home on your desktop. Access your documents or start a new project with one simple click.	Install again
Profile		Learn more	a Osan againt
Apps			
Tutorial	0	Grammarly for Chrome	V ACTIVE
Admin panel		Grammarly's free browser extension helps you write mistake-free in Gmail, Facebook, WordPress, Linkedin, and anywhere else you write on the Web.	Install again
) Log out		Learn more	

The extension appears in your browser's toolbar and you are ready to go.



The in-line cards help with basic suggestions, and the pop-up editor gives you additional feedback and lets you check the text for originality.

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Browser Extensions + Google Docs











Grammarly works anywhere you write on the web. You can use it with your LMS, E-mail, Social Media, Blogs, Google Docs 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[™].

Android and iOS Apps



The mobile keyboard integrates seamlessly with all your mobile apps and your mobile browser, so you'll always look polished and professional, even on your phone.

Desktop Apps



You can install the Grammarly app on Mac or Windows. Simply drag a file you would like to proofread into Grammarly application.





Have Questions?

Please visit our Support page (https://support.grammarly.com) for FAQ, tips and tutorials, articles and more.

Search for answers	Search		
3	Hi! How ca	n we help?	
	Q. Search for answers		
	FEATURED	ARTICLES	*
Problems signing in Account Basics	How do I cancel my subscription? Payments & Billing	The products Grammarly offers About Grammarly	Contact Grammarly Support About Grammarly



Account Basics

Payments & Billing



Resolve Issues





Tips & Tutorials



Business & Schools