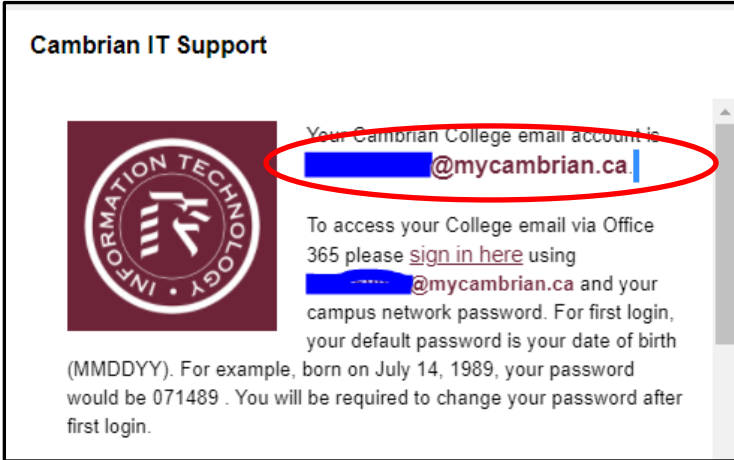


Grammarly Access for Cambrian Students

Grammarly is an online interactive tool that the College has made available for all students. It allows you to check your Microsoft Word documents for spelling and grammar mistakes, as well as check for plagiarism. This guide will show you how to access Grammarly and use some of its features.

Before you begin, you will need to ensure you have your MyCambrian e-mail set up. In order to access the Microsoft Office 365 suite, you will need to log in using your MyCambrian email address – not your personal address. You can find instructions to set up your MyCambrian email address on the student tab of your MyCambrian. Scroll down to the Cambrian IT portal. You will find your email address here.

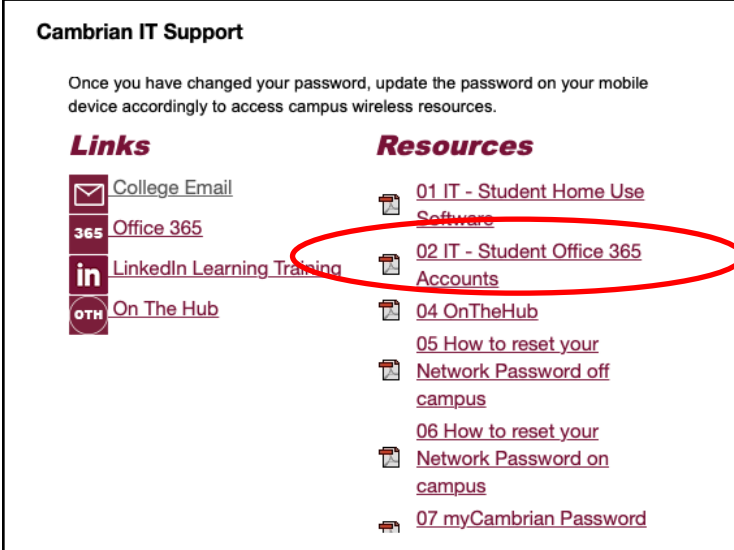


Cambrian IT Support

Your Cambrian College email account is [redacted]@mycambrian.ca

To access your College email via Office 365 please [sign in here](#) using [redacted]@mycambrian.ca and your campus network password. For first login, your default password is your date of birth (MMDDYY). For example, born on July 14, 1989, your password would be 071489. You will be required to change your password after first login.

Instructions to help you set up your account are found [here](#).



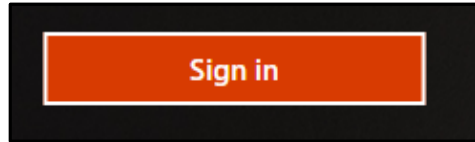
Cambrian IT Support

Once you have changed your password, update the password on your mobile device accordingly to access campus wireless resources.

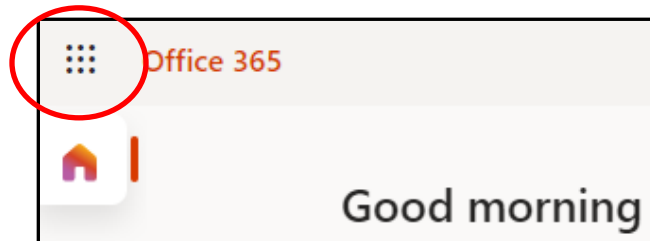
Links	Resources
College Email	01 IT - Student Home Use Software
Office 365	02 IT - Student Office 365 Accounts
LinkedIn Learning Training	04 OnTheHub
On The Hub	05 How to reset your Network Password off campus
	06 How to reset your Network Password on campus
	07 myCambrian Password

For further assistance, please contact the IT Helpdesk.

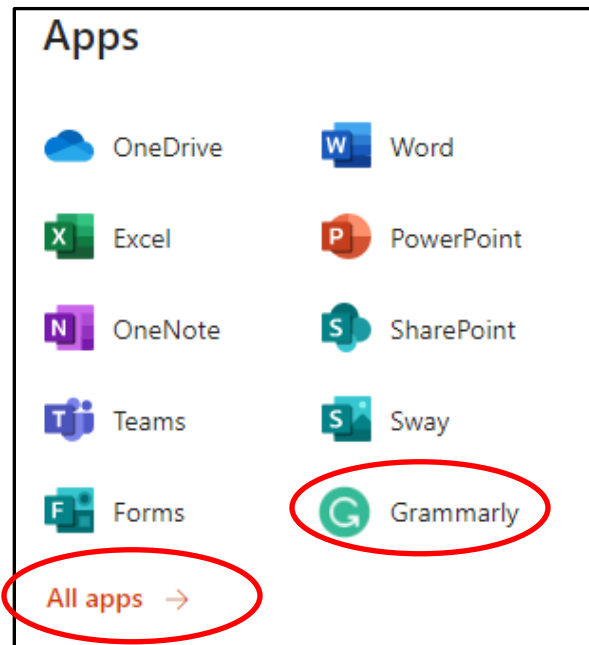
Once you have set up your MyCambrian e-mail, you will be able to access the Office 365 suite online. Start by visiting www.office.com. Please note that if you are using a MacBook computer, you will need to use a Google Chrome browser. Again, sign in using your MyCambrian credentials.



Once you have logged into Office, click here on the nine dots to access the apps.

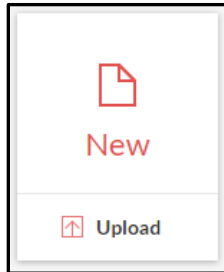


Grammarly should appear in the list. If you don't see it, click here on "All Apps". You may need to scroll all the way down on the left. Click on Grammarly to open the app.

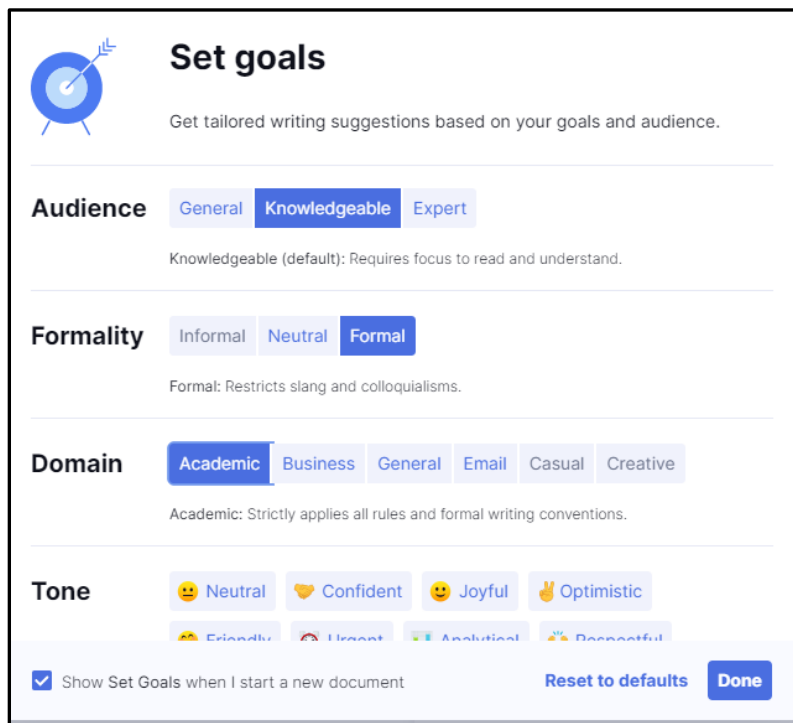


The best way to use Grammarly is as a revising and editing tool. You can use it to check your completed documents for grammar, spelling and other writing errors. Please note, that the Grammarly App only works with Word Documents. Other file types such as PDFs cannot be uploaded.

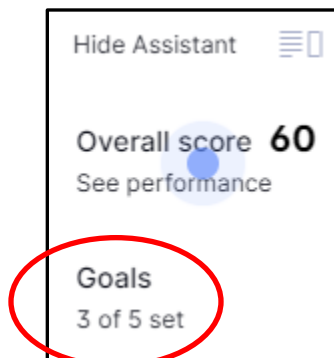
In order to work on a document, you must upload the file from your computer. You can upload a document by clicking “Upload” and selecting a document from your computer.



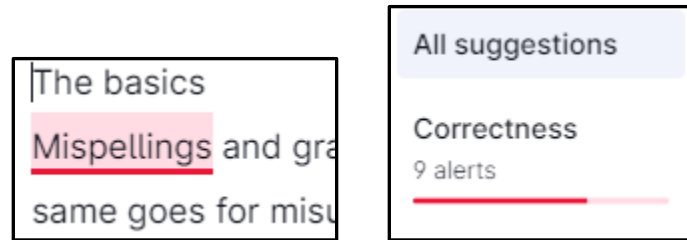
Every time you open a new document, a menu will appear to let you set goals for the editing. For example, you can set it to make sure your document is formal and for an academic setting.



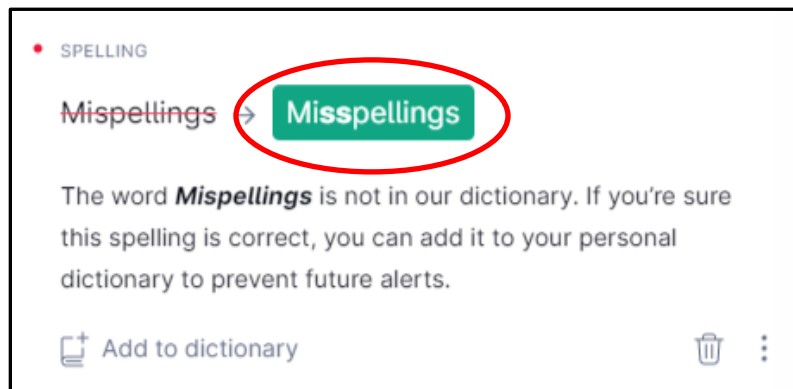
This menu can be accessed at any time by selecting “Goals” from the right-hand menu.



You can now explore all the suggestions the app is making regarding your document. The underlined suggestions are colour coded to match the right-hand menu.

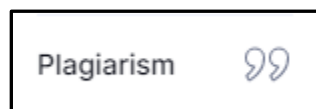


You can click on the individual suggestions for an explanation as to why the change is suggested and then click on the highlighted green text if you would like to make the change in your document.

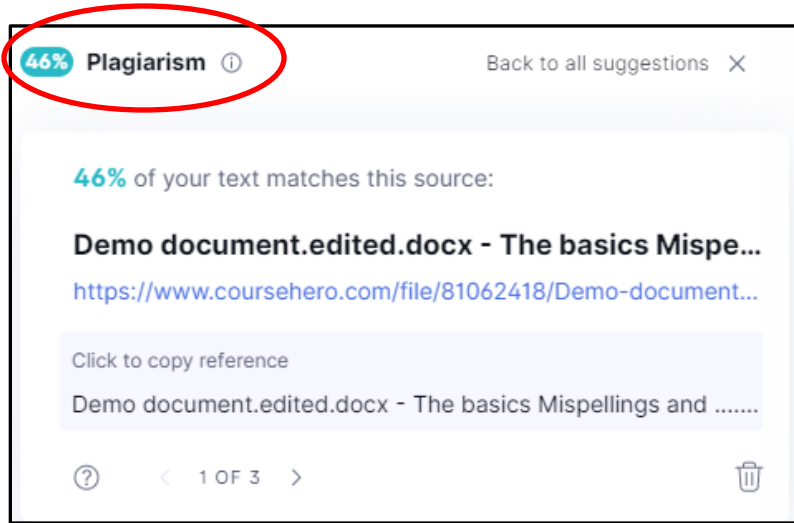


Remember, this is a tool and a guide, but you do not have to change everything it is telling you to. Make sure you read and understand the suggestions to make informed choices about editing your document.

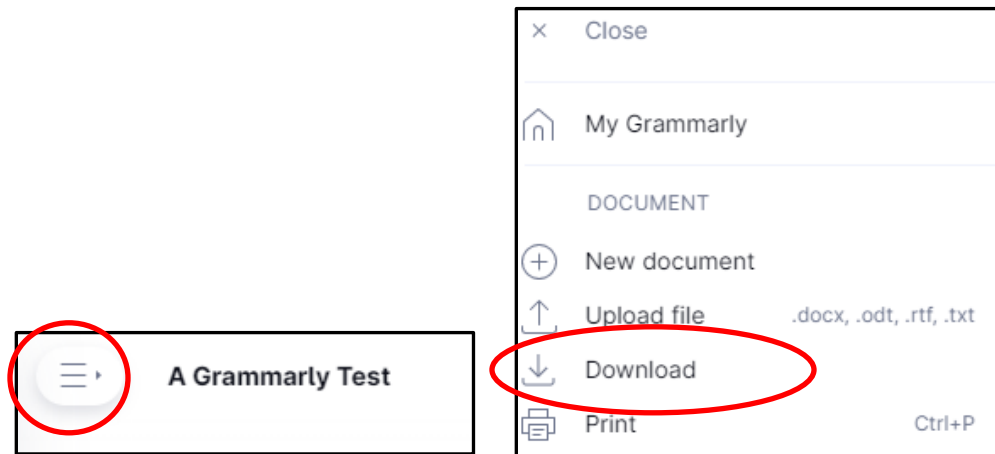
Grammarly can also check your document for plagiarism. To access this feature, click the "plagiarism" icon at the bottom of the right-hand menu.



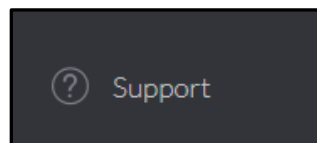
Grammarly will then search the internet and show you any similarities between your document and what it has found online by listing the websites here. It will give you a score in the form of a percentage to show you how much of your document is possibly plagiarized.



Once you are finished editing your document, you can download it back to your computer with the changes by opening the left-hand menu and selecting download. Make sure you save this copy to your computer.



If you need help or are having difficulty using one of Grammarly's features, you can access support by clicking the "support" link at the bottom of your dashboard.



From here, click “tips and tutorials”. Here, you can find a number of articles that can teach you how to use Grammarly features and learn about other features that Grammarly offers.



As you can see, Grammarly is an excellent tool to use for help with revising and editing your work before handing it in. Happy writing!