

How to Use Grammarly's Authorship Report

Before You Begin

- Sign in to Grammarly using your campus email and login credentials. Sign up if you haven't already!
- Install the Grammarly Desktop App and Browser Extension (visit <https://app.grammarly.com/apps> to confirm)
- Ensure you are completing your writing assignment on a laptop or desktop machine, and using Microsoft Word (Desktop) or Google Docs

Step 1: Enable Authorship in your document

Click on the fingerprint icon  in the bottom-left corner of your Google Doc or Word document and enable "Track your writing."

Pro Tip: Always check that tracking is enabled before you start writing to capture your complete writing process.



Track your writing
Tracking is on

Step 2: Complete your assignment

Write your paper as you normally would. Authorship runs quietly in the background, automatically categorizing all text sources without interrupting your workflow.

Step 3: Generate your Authorship report

See report 

Once complete, click on the Authorship fingerprint icon again and choose **"See Report"** to generate your Authorship report.

Step 4: Share your report

Share report

Click **"Share Report"** and toggle on **"Make this report visible to anyone with the link"** and **"Include writing replay."**

Important: To prevent the recipient from seeing an "Authorship report not found" error, follow one of these two instructions:

1. Option 1: Make your report public immediately

If you select "See Report" before you're ready to submit your assignment, immediately click "Share Report" and turn on "Make this report visible to anyone with the link." You can do this even if you aren't ready to actually share the link yet.

2. Option 2: Wait to open your report

Wait to select “See Report” until your assignment is complete and you're ready to share the report. Then, make the report visible to anyone with the link before copying and sharing it.

Best Practice: Avoid opening your Authorship Report and leaving it private for more than 24 hours, as this may cause the report link to display an error when shared.

- If you have already run into the “**Report Not Found**” error, return to your **original document**, select “**See Report**” again, confirm the report is public, and copy the newly generated link to share with your instructor.

Step 5: Submit

Submit your assignment and share the unique Authorship report link with your instructor.

Important Note: Submitting a Google Doc link requires the document to be shared with "anyone with the link."

Need Help? Contact [Grammarly Support](#) or visit the [Authorship Support page](#)

Best Practices for Using Authorship Effectively

Follow these guidelines to ensure Authorship tracks your writing accurately:

- **Keep Documents Manageable:** Ensure your document is under 10 pages for optimal tracking.
- **Use MS Word on Desktop or Google Docs in a Supported Browser:** Compose your work in Google Docs (using Chrome or Edge) or in the Microsoft Word desktop app.
- **Work Independently:** Make sure only you are editing the document while Authorship is tracking.
- **Stick to One Device:** Complete your writing on a single device.
- **Enable Tracking from the Start:** Always turn on Authorship before you begin writing.
- **Paste directly from Original Sources:** Do not use intermediary documents when copying content.

Platform-Specific Recommendations

-  Use Chrome, Firefox, or Edge browser when working with a Google Doc
-  Avoid MS Word Online
-  Avoid Safari or writing on a mobile device (phone or tablet)

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