

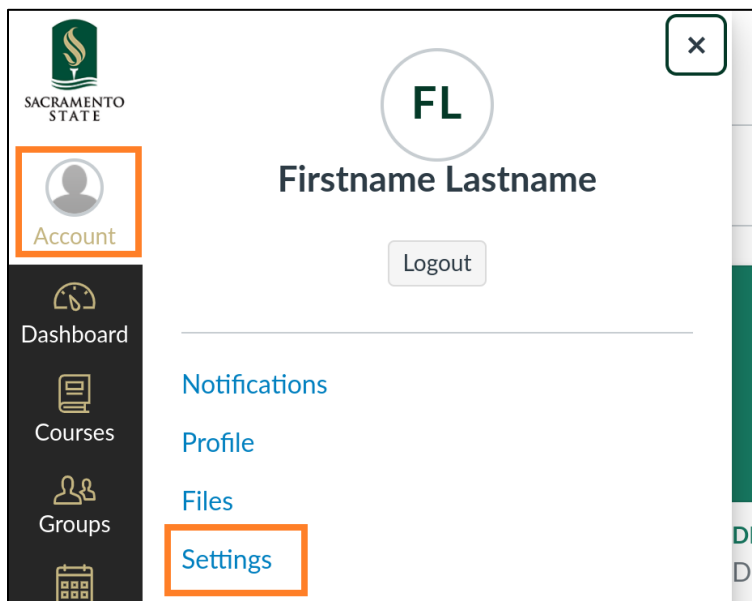


Division of Inclusive Excellence

Guide to Adding Pronouns in Canvas

Login to [My Sac State](#) and click on the Canvas icon.

1. Click on your profile account-icon, then click **Settings**.



2. Within your Canvas account profile, click on the button **Edit Settings**.

Firstname Lastname's Settings

Full Name: Firstname Lastname
This name will be used for grading.

Display Name: Firstname Lastname
People will see this name in discussions, messages and comments.

Sortable Name: Lastname, Firstname
This name appears in sorted lists.

Pronouns: None
This pronoun will appear after your name when enabled

Language: System Default (English (US))

Time Zone: Pacific Time (US & Canada)

Ways to Contact

Email Addresses

firstname.lastname... ★

+ Email Address

Other Contacts **Type**

For All Devices push 🗑️

+ Contact Method

Edit Settings

3. Select from the pronouns drop-down menu, and click the **Update Settings** button.

Firstname Lastname's Settings

Full Name: Firstname Lastname
This name will be used for grading.

Display Name: Firstname Lastname
People will see this name in discussions, messages and comments.

Sortable Name: Lastname, Firstname
This name appears in sorted lists.

Pronouns: ▼

None ie when enabled

She/Her/Hers

He/Him/His nt settings.

They/Them/Theirs





Ze/Zir/Zirs

Cancel **Update Settings**


The selected pronouns will appear next to your name in several places in Canvas such as the people list, discussion posts, group members list, and Canvas inbox replies.

People: Pronouns next to name

Grades
People
Syllabus
Quizzes
Modules
Zoom
Rubrics


Name
 Firstname Lastname <i>(They/Them/Theirs)</i>
 Student Name <i>(She/Her/Hers)</i>
 Second Student
 Third Student

Discussions: Pronouns next to name

 **Firstname Lastname** *(They/Them/Theirs)*
3:53pm

Another response in discussion.

← Reply

 **Second Student**
3:57pm

An additional discussion reply.

← Reply