Changing your display name and adding your pronouns

To change your display name, log in to Canvas and go to Settings



Choose Edit Settings

| Custoken Cakesferde Cattings | | Ways to Contact | | |
|------------------------------|---|--------------------|----------|----|
| C G | retchen Schaefer's Settings | Email Addresses | | |
| Full Name:* | Gretchen Schaefer | SchaeferG@husson | * | |
| | This name will be used for grading. | gratchan schoafar@ | ÷ | |
| Display Name: | Gretchen Schaefer | gretchen.schaeler@ | Ш | |
| | People will see this name in discussions, messages and comments. | + Email Address | | |
| Sortable Name: | Schaefer, Gretchen | | - | |
| | This name appears in sorted lists. | Other Contacts | Туре | |
| Pronouns: | She/Her | | sms | ŵ |
| | This pronoun will appear after your name when enabled | | twitter | ŵ |
| Default Email: | SchaeferG@husson.edu | | push | ⑪ |
| Language: | System Default (English (US)) | + Contact Method | | |
| Time Zone: | Eastern Time (US & Canada) | | | |
| | Maintenance windows: 1st and 3rd Thursday of the month from 2:05am to | 8 F.P. C.W. | | |
| | (Thursday from 6:05am to 8:05am UTC) | | | |
| | Next window: Thu Oct 21, 2021 from 2:05am to 4:05am | | | |
| | Maintenance windows begin July 2021. For details please see the release notes $\ensuremath{\mathfrak{C}}$. | | e Conter | nt |

You may adjust your Display Name, Sortable Name, and Pronouns



Update settings - your profile will now look like this:



| Full Name [*] | Gretchen Schaefer |
|------------------------|---|
| r un runie. | This name will be used for grading. |
| Display | Laura Schaefer |
| Name: | People will see this name in discussions, messages and comments |
| Sortable | Schaefer, Laura |
| Name: | This name appears in sorted lists. |
| Propoups | She/Her |
| Pronouns. | This pronoun will appear after your name when enabled |
| Default Email: | SchaeferG@husson.edu |

https://community.canvaslms.com/t5/Student-Guide/How-do-I-change-the-settings-in-my-user-a ccount-as-a-student/ta-p/423