

# Preferred pronouns and pronunciation recording in Blackboard.



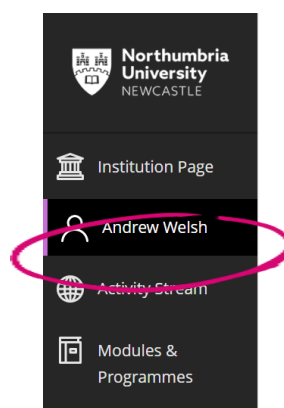
You can provide name pronunciation, preferred names, and personal pronouns (*e.g., she/her/hers*) in Blackboard so that it appears in the course register. This can help instructors and classmates get to know you, your name, and your gender identity. Updating your preferences in one Blackboard course will make them visible in the course register for all your courses. This only needs to be completed once and your preferences do not expire.

## Update your preferences

### Step 1

Log into Blackboard.

Click on your **name**.



### Step 2

Within the Basic Information panel.

1 Click on the **Add Pronoun link** or on the **Pencil Tool** to edit.

2 Within the **Contact Information** panel, select the **Pronouns drop down menu**.

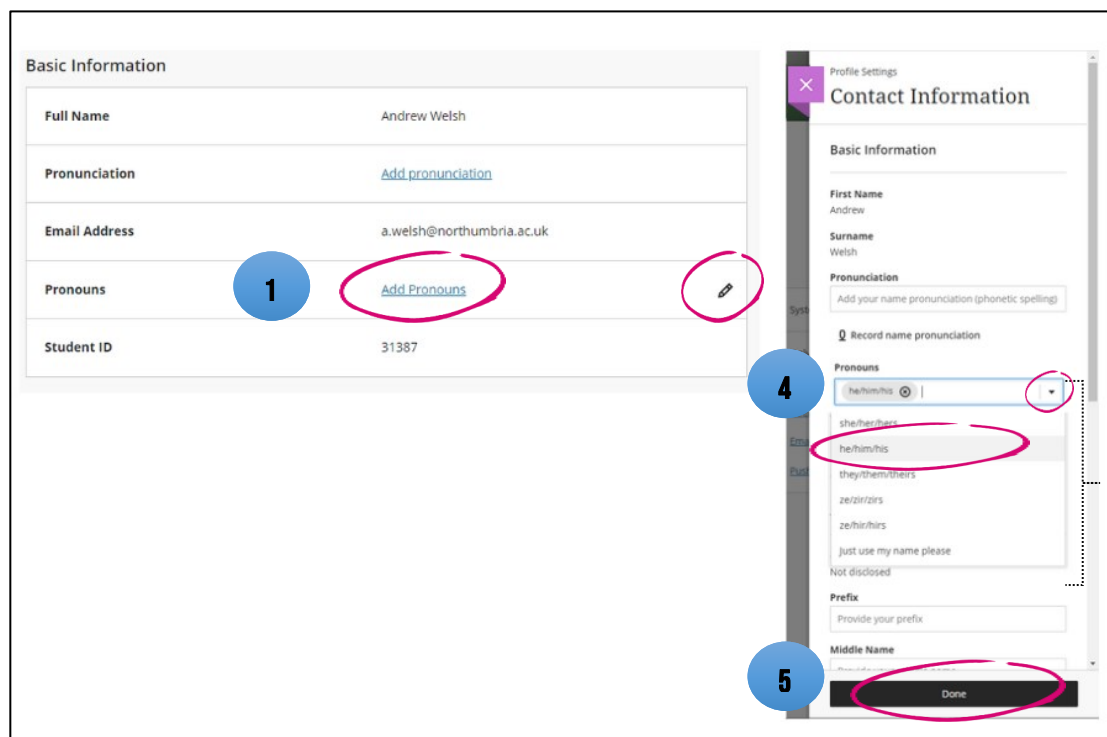
The universities "available" pronouns include:

- he/him/his
- she/her/hers
- they/them/theirs
- ze/zir/zirs
- ze/hir/hirs
- et/em/eirs
- ve/ver/vis
- ne/nem/nirs
- xe/xem/xyrs
- Just use my name please

3 Select the appropriate **Pronoun** from the list provided.

4 The selection will appear in the **Pronouns pane window**. Press the 'X' to delete.

5 Press the **Done** button to complete.



Your pronouns will appear to other users. In your modules, they will display in various locations of interactive tools, group activities, and name lists. If you do not want others to see your pronouns, you should remove them.

## Pronunciation display and recording

All users can add text guidance and an audio recording of their name to their user profile. Users can use the text guidance to describe the pronunciation of their names for other users. Users can record their name. The recording tool counts down to when the recording begins. The recording may be up to 20 seconds long.

### Step 1

Within the Basic Information panel.

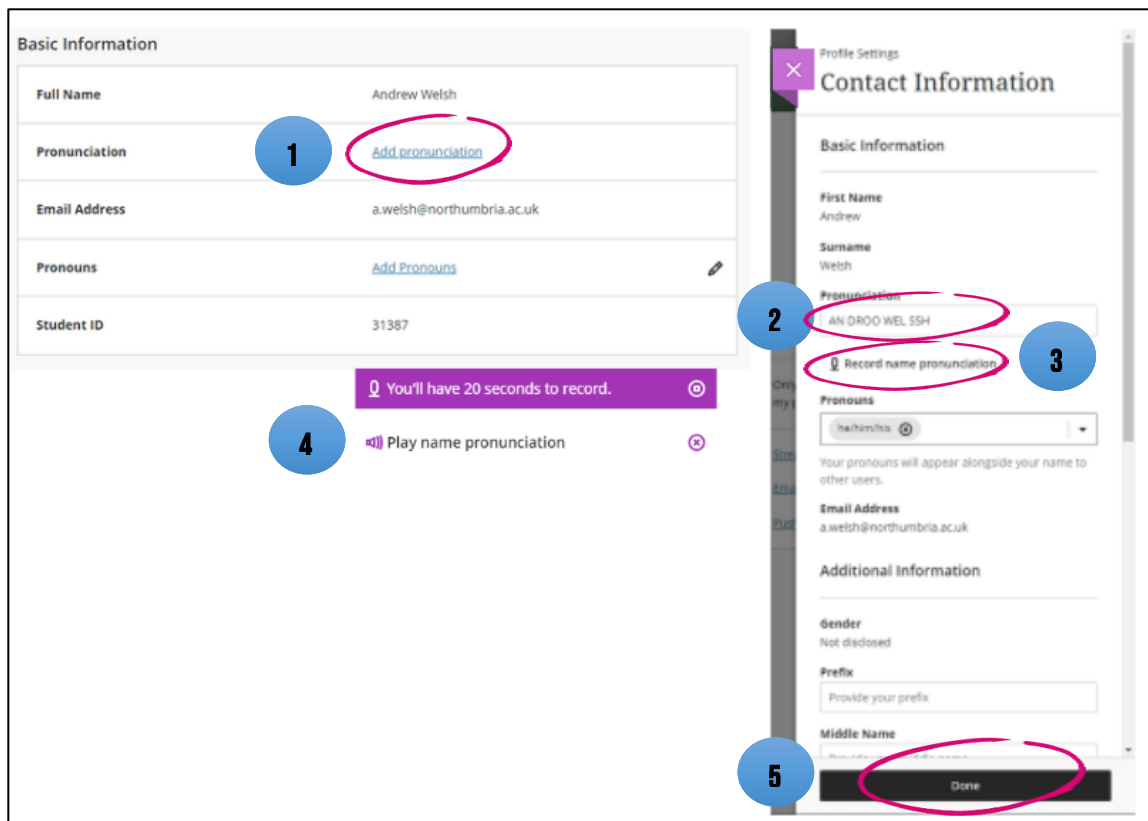
1 Click on the **Add Pronunciation link**.

2 Within the **Contact Information** panel, type your name phonetically in the box provided. (if appropriate)

3 Click on the **Record name pronunciation** link. This will countdown to 20 seconds.

4 Click the **Play name pronunciation** button to replay. Click the 'x' to delete.

5 Press the **Done** button to complete.



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