

This tool is designed to collect from students, basic information on preferred forms of address. It can be changed to suit the instructors needs and distributed in paper format or via Canvas in the form of a quiz. The Canvas quiz can, then be downloaded as a spreadsheet suitable for generating a roster for the purposes of communication, rather than the list of legal information currently spilling out of Canvas.

**We recommend that instructors provide the same basic information to students:** In class, I go by the name Professor Bryson (BR-EYE-sun), and I use they/them pronouns. I usually snack on apples but my downfall is Pop Tarts.

**importing the Canvas Quiz and getting a spreadsheet from that.**

**Download** the "Inclusive\_Introductions\_Questionnaire.zip" file (and leave it zipped). [http://educ.jmu.edu/~brysonbp/IIQ/Inclusive Introductions Questionnaire for Canvas.zip](http://educ.jmu.edu/~brysonbp/IIQ/Inclusive_Introductions_Questionnaire_for_Canvas.zip)

**Add the quiz to your course:**

1. From your course's "Settings" page, choose "Import Course Content"
2. On the resulting page, choose "Canvas Course Export Package"
3. Click the "Choose File" button locate the "Inclusive\_Introductions\_Questionnaire.zip" file
4. Choose "All Content," then click Import
5. The questionnaire will appear under Quizzes, unpublished and with no due date.

**Import Content**

Content Type

Source  Inclusive Introductions.zip

Content  All content  
 Select specific content

Options  Adjust events and due dates

**Once in your course, you can adapt it to your needs** by clicking the Edit button and the Questions tab. Don't forget to save your changes!

**After students have answered, download the spreadsheet:**

1. Click the Inclusive Introductions Questionnaire from the Quiz or Assignments page.
2. In the upper right-hand corner, click "Quiz Statistics."
3. Click the "Student Analysis" button to generate and download the report.
4. Open the file: "Inclusive\_Introductions\_Questionnaire\_Student\_Analysis\_Report.csv"
5. It needs a little cleaning to be useful.

The first 8 columns are from Canvas and can be deleted or used to match records.

6. Responses are in alternate columns. I would change the headers to:

Name, Pronunciation, Pronoun, Alt-Pronoun, Snack, AboutMe (delete the rest)



This tool was produced by JMU Safe Zone November, 2018.  
 Use and distribute it freely,  
 but please note changes if you keep the Safe Zone attribution.



## Here's part of the resulting spreadsheet:

	A	B	C	D	E	F	G	H	I
1	name	id	sis_id	section	section_id	section_sis_i	submitted	attempt	55286641: V
2	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	Amanda
3	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	Selina
4	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	Katelynn
5	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	kathleen
6	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-07	1	Halle
7	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-07	1	Jawon
8	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	Joshua
9	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-09	1	Jake
10	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-07	1	Desiree
11	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	Carrigan
12	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-10	1	Callie
13	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-07	1	Megan
14	Legal Name	1234567	email_ID	COURSE	1822250	SOCI000_00	2019-01-08	1	kamryn

Keep column A if you need a key to connect classroom names to Canvas records. Otherwise, delete columns A through H, above, and columns J,L,N,P, and R-W, below. Then rename the question headers. For example, in column M, below, I would change “54271: Please...” to **pronouns**. Useful Excel skills include selecting columns (click the lettered headers), delete columns (left-click), change column width (drag the lines between headers), and Format/Cells/Alignment/WrapText.

I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
55286641: V	0	55286642:	0	55286643:	0	55286644: I	0	552866	0	55286666: F	1	n	cor	inc score
Amanda	0	uh-man-duh	0	she/her	0	right now its	0	I've always	0	TRUE	1	2	4	1
Selina	0	Sah-LEE-nah	0	she/her	0	hummus and	0	I am also	0	TRUE	1	2	4	1
Katelynn	0	KAYT-lin	0	She/her	0	Clementines	0	I am	0	TRUE	1	2	4	1
kathleen	0	kath- lean	0	she/her	0	cheddar frie	0	I currentl	0	TRUE	1	2	4	1
Halle	0	Hal-Lee (like	0	She/Her/Her	0	Honey Nut C	0	Favorite	0	TRUE	1	2	4	1
Jawon	0	Juh-WAHN	0	He/him	0	Skittles	0	I like to	0	TRUE	1	2	4	1
Joshua	0	j AA - sh oo	0	He/him	0	Red grapes	0	From this	0	TRUE	1	2	4	1
Jake	0	j-ai-k	0	he/him	0	doritos	0	I'm a diet	0	TRUE	1	2	4	1
Desiree	0	Des-ee-ray	0	she/her	0	sugar cookie	0	My	0	TRUE	1	2	4	1
Carrigan	0	Care-RUH-ge	0	She/her	0	Chester Hot	0	I have	0	TRUE	1	2	4	1
Callie	0	Kal-EE	0	She/her	0	Anything cho	0	-I love	0	TRUE	1	2	4	1
Megan	0	MEG-en	0	She/her	0	Nachos	0	My favor	0	TRUE	1	2	4	1
kamryn	0	cameron	0	she/her	0	popcorn	0	I'm a com	0	TRUE	1	2	4	1