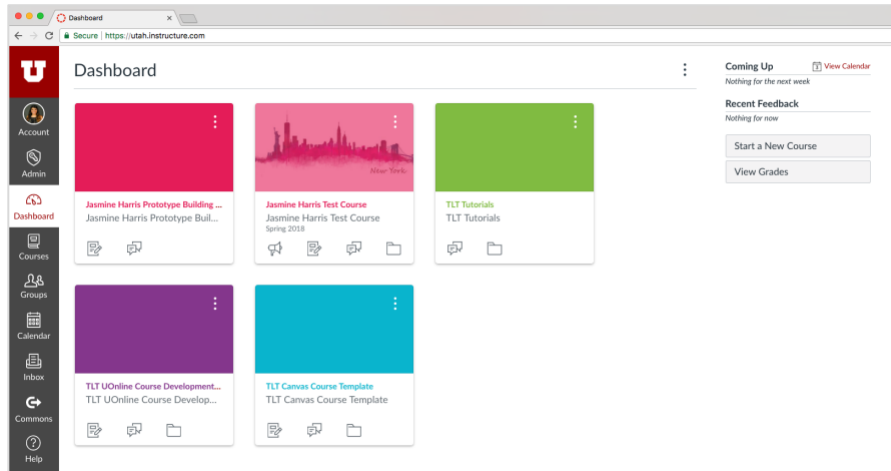
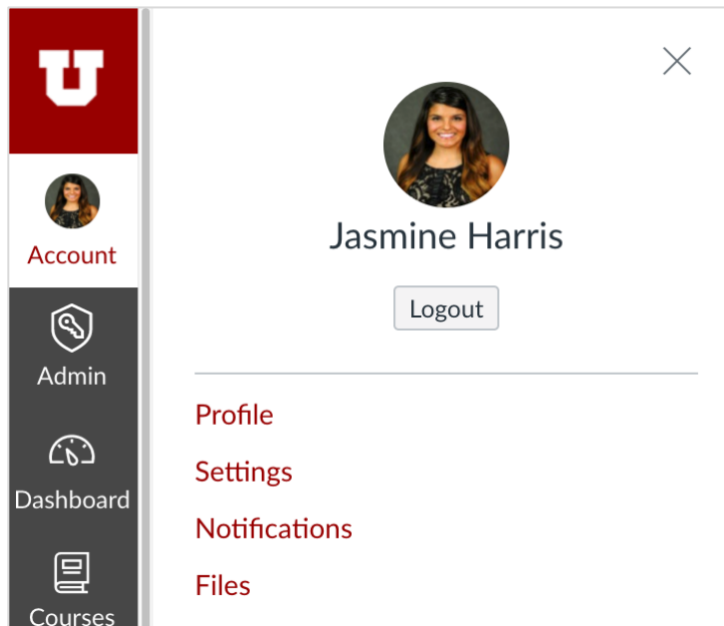


Step 1: Go to [utah.instructure.com](https://utah.instructure.com)



Step 2: Select Account



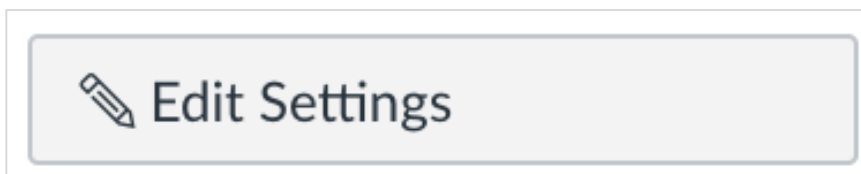
Click **Account** link from left-hand navigation.

### Step 3: Select Settings



Click the **Settings** link

### Step 4: Edit Settings



Click the **Edit Settings** button.

### Step 5: Change Settings

Full Name:*	<input type="text"/>	This name will be used for grading.
Display Name:	<input type="text"/>	People will see this name in discussions, messages and comments.
Sortable Name:	<input type="text"/>	This name appears in sorted lists.
Language:	<input type="text" value="System Default (English (US))"/>	This will override any browser or account settings.
Time Zone:	<input type="text" value="Mountain Time (US &amp; Canada) (-)"/>	

If enabled for your account, edit the appropriate settings. **Full Name** is used for the Gradebook, Chat, and People. **Display Name** is how other users will see your name in Discussions, Announcements, and Conversations. **Sortable Name** defaults to your last name, first and

appears in sorted lists so admins can search for it. **Language** can be set to your native language and is the language you want to use in Canvas. **Time Zone** can be set to where you are located and displays assignments in your local time.

**Note:** Language does not apply if an instructor sets a specific language for a course.

**Note:** If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

### Step 6: Update Settings



Click the **Update Settings** button.

Teaching & Learning Technologies (TLT)

Contact: [classhelp@utah.edu](mailto:classhelp@utah.edu) | 801-581-6112 | [tlt.utah.edu](http://tlt.utah.edu)

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM