Pronoun Setup

Last Modified on 08/11/2026 3:25 pm CDT

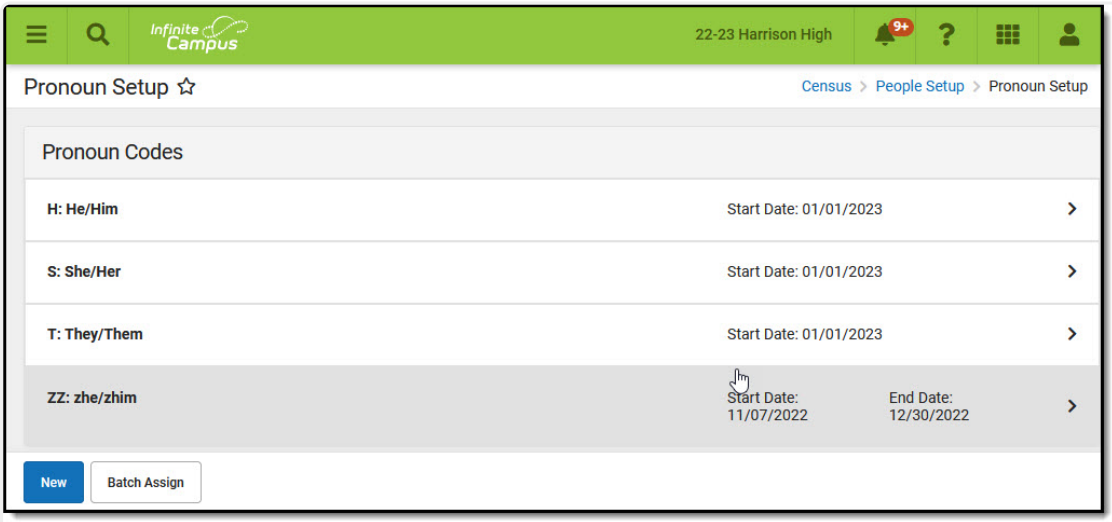
The **Pronoun Setup** tool is used to create and manage pronoun codes and names that indicate an individual's preferred pronouns. When a new pronoun is defined, it becomes available in Pronoun dropdown lists throughout Campus. Pronouns defined in this tool are available district-wide.

The pronouns assigned to students display throughout Campus. Pronouns can be included in reporting and utilized in Ad hoc Letter Designer to use preferred pronouns in letters customized for each student.

Parents and staff can also be given pronoun records. These values are associated with each individual's Identity records.

The Pronoun Setup tool, the Pronoun field in Demographics and Identities and the Portal, and the Pronoun attributes in the Attribute/Dictionary are NOT available for the following states:

- North Carolina State Edition and District Edition
- South Dakota State Edition and District Edition

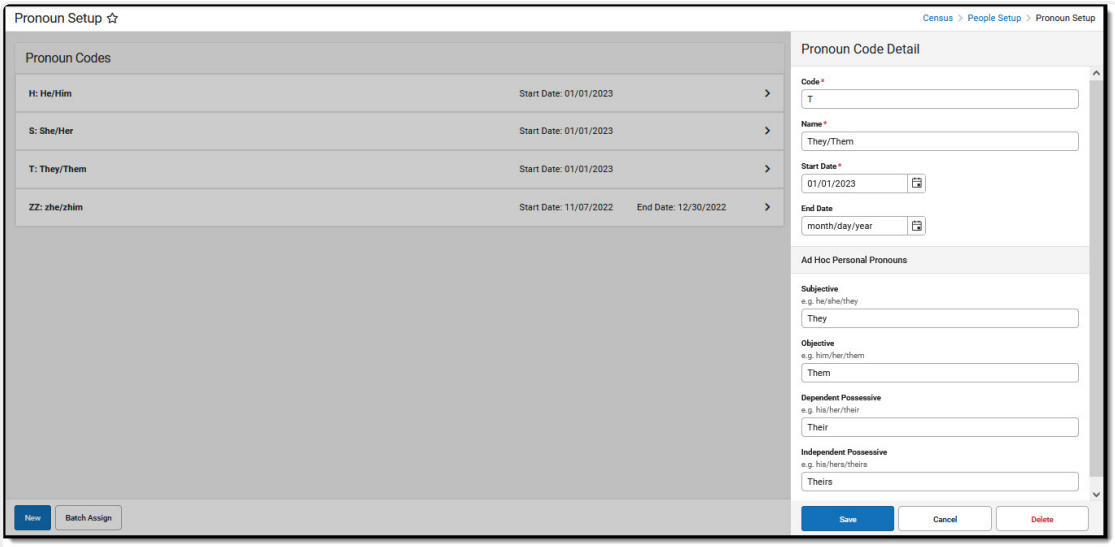


Pronoun Setup

See the People Setup Tool Rights article for information about rights needed to use this tool.

Pronoun Setup Tool

The Pronoun Setup tool is used to create pronoun codes and names, map pronoun codes to state pronoun codes where appropriate, define personal pronouns, and manage the date range for which a pronoun code is active. The tool can also be used in conjunction with a Student or Census/Staff Ad hoc filter to batch assign pronoun codes to groups of people. Pronouns defined in the Pronoun Setup tool are available as fields that can be included in letter templates throughout campus and in Ad hoc reporting.



Pronoun Setup > Pronoun Code Detail

Pronoun Setup Fields

Name	Description
Code	Local code used in Pronoun dropdown lists.
Name	Local name of pronoun for Pronoun dropdown lists.
State Pronoun Code	Pronoun code used for state reporting. Applicable to states with a localized state standard for pronouns.
Start Date	The first day the pronoun code is available to select in Pronoun dropdown lists
End Date	The last day the pronoun code is available to select in Pronoun dropdown lists.
Subjective	Pronoun identifying who a sentence is about. Example: He/She/They need a laptop.
Objective	Pronoun identifying the person receiving an action. Example: Give him/her/them a laptop.
Dependent Possessive	Pronoun showing ownership that functions as an adjective. Example: That is their laptop.

Name	Description
Independent Possessive	Pronoun that shows ownership and stands alone. Example: That laptop is theirs.

Create Pronouns

1. Select **New** to display the **Pronoun Code Detail** editor.
2. Enter a **Code** for the pronoun. Pronoun codes generally display in data entry contexts (e.g., identities, Demographics).
3. Enter a **Name** for the pronoun. When choosing pronoun names, be mindful that this is what displays for most users in various dropdown lists throughout Campus. Some dropdown lists also include the Code.
4. Enter the **Start Date** on which the pronoun code is to be available.
5. Enter the **Ad Hoc Personal Pronouns** that align to this pronoun code.
6. Click **Save** when finished. The new pronoun displays in the editor and can be selected from Pronoun lists throughout Campus.

Delete Pronoun Code

A pronoun can only be deleted when it has not been assigned to persons.

1. Select the **Pronoun Code** to be deleted from the Relationship Type Editor. The **Pronoun Code Detail** editor displays.
2. Select **Delete** from the action bar.
3. A Confirm Delete message displays. Choose **Delete** to delete the pronoun or **Keep** to keep it.

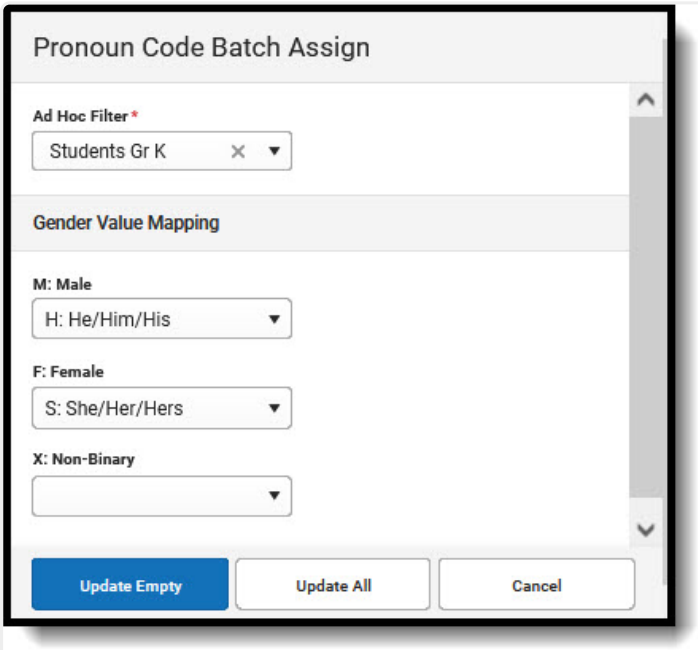
Modify Pronoun Types

When a pronoun code is modified, the modification is immediately available for selection in the Pronoun Codes editor and all fields populated with the previous Pronoun Code are updated.

1. Select the Pronoun Code to modify from the **Pronoun Codes Editor**. A **Detail Information** view displays.
2. Make the appropriate change to the selected relationship.
3. Click **Save** from the action bar. A confirmation warning message displays indicating the relationship type will be modified. Click **OK** to continue or the **Cancel** button to stop the modification.

Pronoun Code Batch Assign

The **Batch Assign** tool allows users to select a subset of persons using a Student or Census/Staff Ad hoc filter, then assign pronoun codes to those persons based on gender value mapping. This tool only writes to the current Identity for persons with multiple identity records.



Batch Assign

1. Select **Batch Assign**. The **Pronoun Code Batch Assign** side panel displays.
2. Select an Ad hoc Filter to choose the people to whom a pronoun code is to be batch-assigned.
3. Under **Gender Value Mapping**, select the Pronoun Code that corresponds to each gender value being updated. Do not select a pronoun code for gender values that are not being updated.
4. Use **Update Empty** to assign the selected Gender/Pronoun mapping to filtered students/staff who do not currently have a pronoun assigned. Use **Update All** to assign the selected Gender/Pronoun mapping to all filtered students. This overwrites existing pronouns for those students. Note that when a large number of people have been selected, updating of pronouns may take a few minutes to complete.

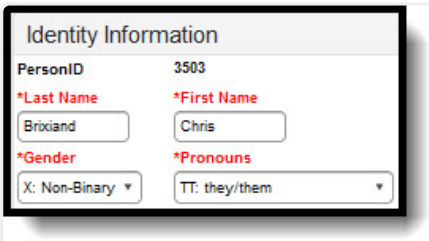
Assign Pronoun Code

Pronoun Codes appear in the Pronouns field on the following tools. The assigned pronoun is also visible on the Summary page.

- Demographics
- Identities
- My Demographics
- Add Person
- Portal Student Demographics

Selecting and saving a student's pronoun code via one of these tools causes the selected pronoun to display for the student in every Campus tool that has a Pronoun field. Users need tool rights to see and use these droplists and tools. Users may need to refresh their screen to see a pronoun

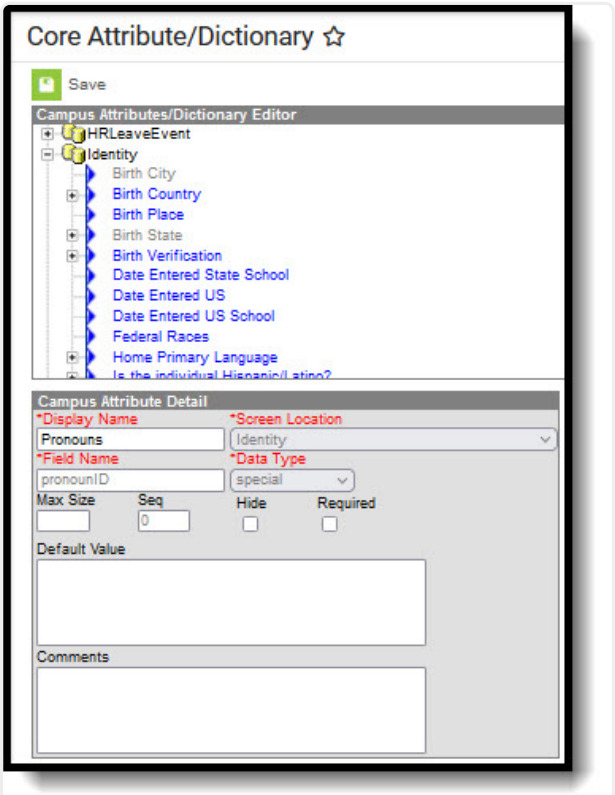
update that has just been made for a selected student.



Identities Pronoun Field

Pronouns Attribute

At the district level, districts wishing to do so can change the Display Name of the Pronouns field, hide it, or make it a required field.



Attribute/Dictionary Pronoun Attribute