

# Faculty Instructions for NameCoach

## Inside Canvas

### How to record the pronunciation of your name

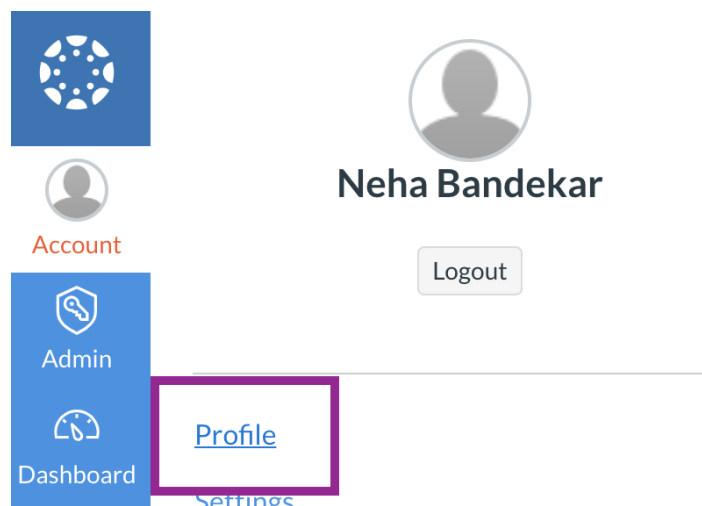
Log into Canvas, select **Courses** or **Account**, within each course **NameCoach** will be displayed in the navigation bar. Select **NameCoach** to continue.

There are two areas to record your name pronunciation:

- [Inside the Account Profile Recorder](#)
- [Inside any Canvas Course](#)

To record your name in the **Account Profile Recorder**, follow the steps below:

- Navigate to your Account > Profile inside Canvas



- Click on **NameCoach** located on the left navigation bar
- To record your name pronunciation, click on the **Record Name** button

**Record Name**

See *Recording Options*

To record your name in the **Canvas Roster**, follow the steps below:

- Navigate to any Canvas course
- Click on the **Record** button next to your name

Your recording for Economics 101

<p><b>Neha Bandekar</b> (neha@name-coach.com)</p> <p><b>Record Name</b></p>
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See *Recording Options*

## Recording Options:

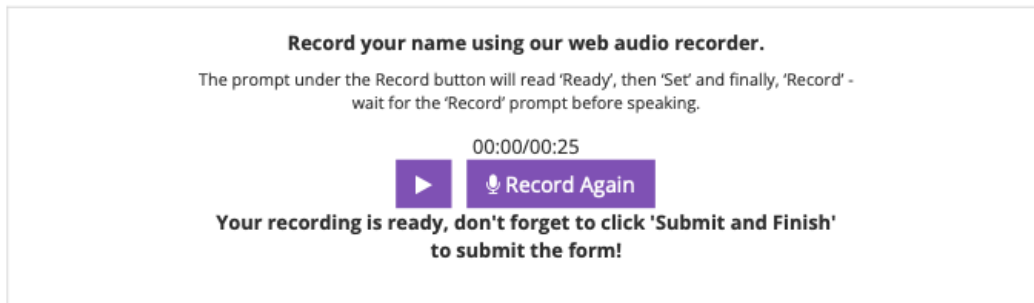
Select **Phone** or **Web Recorder** to record your name. Alternatively, you can also upload an mp3 file by using the **Uploader** option.

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

## Web Recording:

- Click the **Record** button and wait for the prompt before speaking.
- You can stop the recording, then click **Submit and Finish**.
- After you submit, you are able to hear your recording and re-record if you would like.



By using these tools, I agree to the [Terms of Use](#)

Submit and Finish

## Phone Recording:

- Enter your phone number in the box provided, adjust trunk code if needed, then click **Call me now!**

- NameCoach will call your phone and will prompt you with instructions. You will be able to listen to your recording and re-record if you wish.
- After you complete the call, go back to the NameCoach page in Canvas and click **Submit and Finish** to save your recording.

Enter your phone number to record your name over an automated phone call.

(US, UK, NZ, MX, KR and Canada numbers only)

**Call me now!**

*Note: NameCoach does not save the phone number entered. It is simply required to make a call back for the purpose of recording over the phone.*

## Listening to your students' recordings:

Once your students have recorded their names in NameCoach, you will see a list of their recordings. Each name will have a play button next to it so that you can hear the pronunciation.

Both faculty and students can review the audio recordings by following these instructions in your Canvas course:

- Click on NameCoach in your Canvas course navigation menu.

- Click on the purple play button to the right of the person's name.

Recorded Names		Unrecorded Names		
29 people have recorded their name		<input type="text" value=""/> <input type="button" value="Search"/>		
Show entries per page 10		« < 1 2 3 > »		
Name/email <input type="button" value="Last Name"/>	Name Pronunciation <input type="button" value="Invited At"/>	Gender pronoun	Honorific	Actions
Nevine Acotanza (nevine@yopmail.com)	<input type="button" value="Nevine Acotanza"/> Invited At: 05.08.2018 Recorded At:	She, Her, Hers	Ms	<input type="button" value="✉"/> <input type="button" value="🗨"/>
Oluwarotimi Adesina (oluwarotimi-adesina@yopmail.com)	<input type="button" value="Oluwarotimi Adesina"/> Invited At: 05.08.2018 Recorded At:	They, Them, Theirs	Mx	<input type="button" value="✉"/> <input type="button" value="🗨"/>

You can also search for a member, re-arrange the number of entries that are shown on the page, sort the names differently, or view any unrecorded names in the course by using the menu options at the top.

## Sending reminder emails to students:

Your roster is divided into two sections, recorded names and unrecorded names. You can send reminder emails to students that have not recorded their names either individually or via a mass email reminder function.

To send individual email reminders to students that have not recorded their name pronunciations:

- Navigate to the unrecorded names section of your roster.
- Click on the email icon under the Actions column next to the student's name.

Recorded Names   **Unrecorded Names**

2 people registered on this site have not yet recorded their name

Show entries per page: 10

Name/email	Name Pronunciation	Gender pronoun	Honorific	Actions
Odo Fipsom (odo_marshall_nc@yopmail.com)	✘ Odo Fipsom	click to edit	click to edit	✉ 🔒
Neha Bandekar (neha@name-coach.com)	✘ Neha Bandekar	click to edit	click to edit	✉ 🔒

Show entries per page: 10

In order to send mass email reminders to all students that have not recorded their name pronunciations,

- Navigate to the unrecorded names section of your roster.
- Click on **Remind All** to send emails to all students on the Unrecorded Names tab.

Recorded Names   **Unrecorded Names**

2 people registered on this site have not yet recorded their name

Show entries per page: 10

Search   **Remind All**

*Note: You can always customize the emails sent to students before sending.*

## Creating NameCoach assignment in the course:

It is a good idea to give a NameCoach assignment as one of the first assignments to students before the course begins. See instructions on how to create a [NameCoach assignment inside Canvas](#).

## Tips for faculty:

Before the semester starts, record your own name in NameCoach

On the first day of class, introduce yourself and your pronouns, if applicable:

- “Hi everyone, my name is Professor Stone and I use she/her pronouns.”
- “Hi, you can call me Casey, and my pronouns are they/them.”

Thank the students who have already added their pronunciations and pronouns (if applicable) to NameCoach, and encourage students to use the tool, even if they think their names are easy to pronounce or they identify as cisgender. This helps normalize the sharing of this information, rather than drawing undue attention to unfamiliar names or assuming a student’s pronouns.

Tell your students that you are committed to learning their names. If you are “bad at names”, tell them so and ask for their patience.

Use an icebreaker to learn student names and have them use each other’s names. An introduction geared towards learning names could include asking the class to share something about their name, origin, meaning, etc.