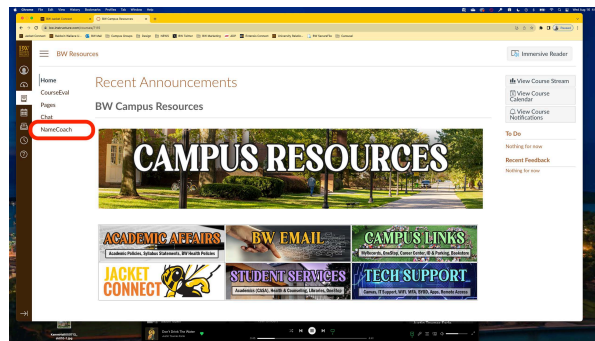# Faculty Instructions for NameCoach

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.
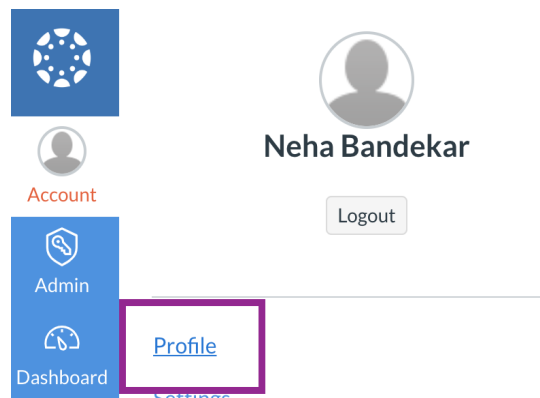

There are two areas to record your name pronunciation:

- [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

*See **Recording Options***

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

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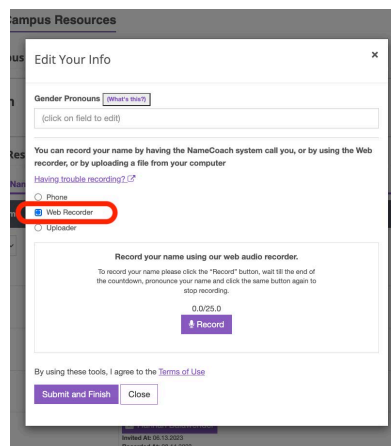
- Click on the **Record** button next to your name

Your recording for Economics 101

Neha Bandekar
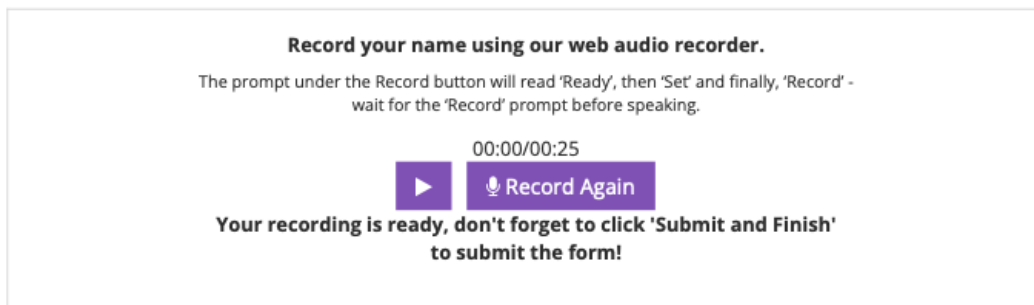(neha@name-coach.com)   Record Name

*See **Recording Options***

Recording Options:

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

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.

Record your name using our web audio recorder.
The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

00:00/00:25

▶ 🎤 Record Again

Your recording is ready, don't forget to click 'Submit and Finish' to submit the form!

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.

| +1 ▼ | +1 201-555-5555 | ⊙▾ |

(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.

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.

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.

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.