

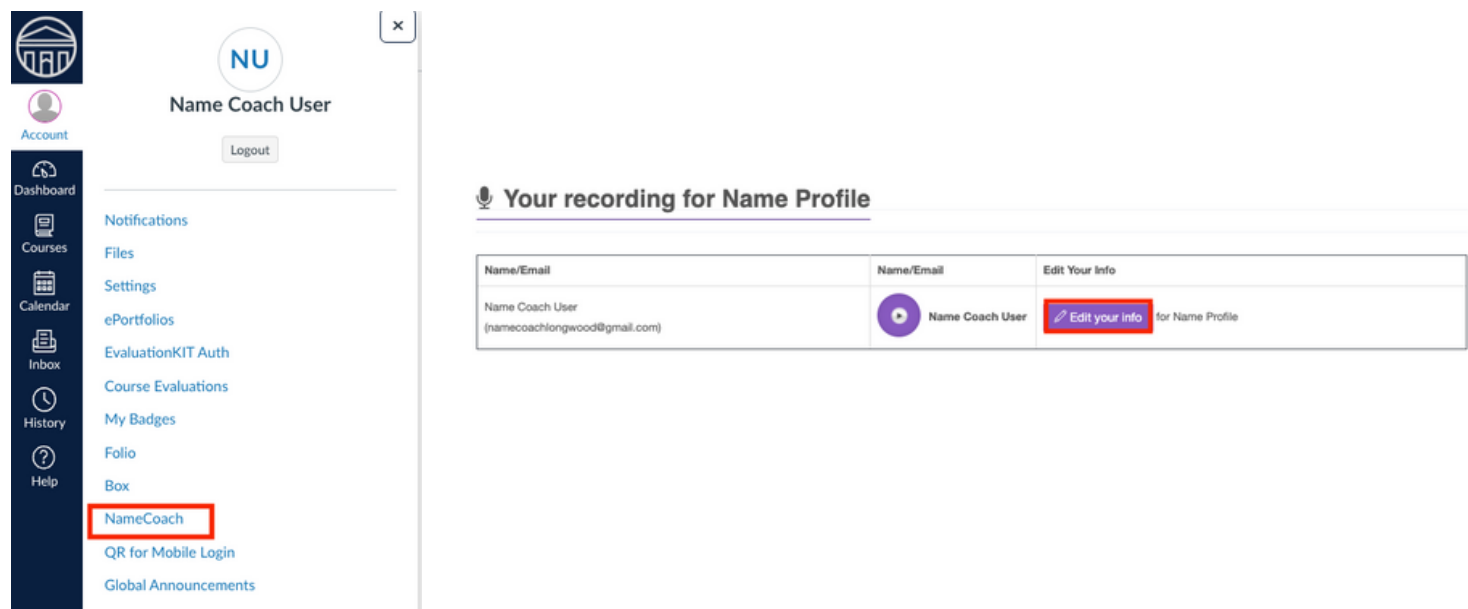
## Namecoach

Namecoach is an LTI integrated into Canvas that allows users to record their name in the manner they would prefer it pronounced and select their pronouns. Faculty and students then have the ability to listen to those recordings to better understand pronunciation and provide a more inclusive environment. NameCoach is enabled in all Canvas courses by default; however, instructors may choose to disable it.


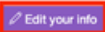
There are two places you can access Namecoach to record or edit your name: Your Canvas account profile and from the left hand navigation menu of any course.

### Account Profile

Open your Account menu and select NameCoach. Then, click on the Edit your info button to begin the recording process.



The image shows two parts of the NameCoach interface. On the left is the user's account profile page, featuring a dark blue sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area shows the user's name 'Name Coach User' and a 'Logout' button. Below this is a list of menu items: Notifications, Files, Settings, ePortfolios, EvaluationKIT Auth, Course Evaluations, My Badges, Folio, Box, and NameCoach (highlighted with a red box). At the bottom of the sidebar are 'QR for Mobile Login' and 'Global Announcements'. On the right is the 'Your recording for Name Profile' page. It features a table with three columns: 'Name/Email', 'Name/Email', and 'Edit Your Info'. The first row contains the user's name and email, a play button icon, and the text 'Name Coach User'. The second row contains the same name and email, a play button icon, and a red button labeled 'Edit your info' for Name Profile.

Name/Email	Name/Email	Edit Your Info
Name Coach User (namecoachlongwood@gmail.com)	 Name Coach User	 Edit your info for Name Profile

In the Edit your info form, you can select pronouns and enter your Preferred Name.

You will also see 3 recording options.

You can record as many times as needed until you are happy with the result. Once complete, click Submit and Finish. The system will save your recording and make it available to others in the course to listen to your pronunciation from the Namecoach area. If you are enrolled in or teaching multiple courses, you only need to record your name once. Your recording will populate in all of your classes.

**NOTE:** Currently there is no way to remove a recording once in the system. You can re-record as needed but can not remove.

1. Phone: This option allows you to provide a phone number that will trigger an automated call where Namecoach will walk you through the process of recording your name

You can record your name by having the NameCoach system call you, or by using the Web recorder, or by uploading a file from your computer

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

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

+1 (201) 555-5555

(Input the phone number using only digits and the "+" symbol. US, UK, NZ, MX, KR, and Canada numbers are only allowed.)

Call me now!

2. Web Recorder: Allows you to record you name via your computer's microphone or by using a headset. You may need to grant the application permission to access the computer's microphone. The system will provide you with a 5 second count down. Recordings are limited to 25 seconds.

You can record your name by having the NameCoach system call you, or by using the Web recorder, or by uploading a file from your computer

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

Record your name using our web audio recorder.

To record your name please click the "Record" button, wait till the end of the countdown, pronounce your name and click the same button again to stop recording.

0.0/25.0

Record

3. Uploader: Allows you to record you name using another device or app and then upload that audio file.

You can record your name by having the NameCoach system call you, or by using the Web recorder, or by uploading a file from your computer

[Having trouble recording?](#)

- Phone
- Web Recorder
- Uploader

Drag a file here

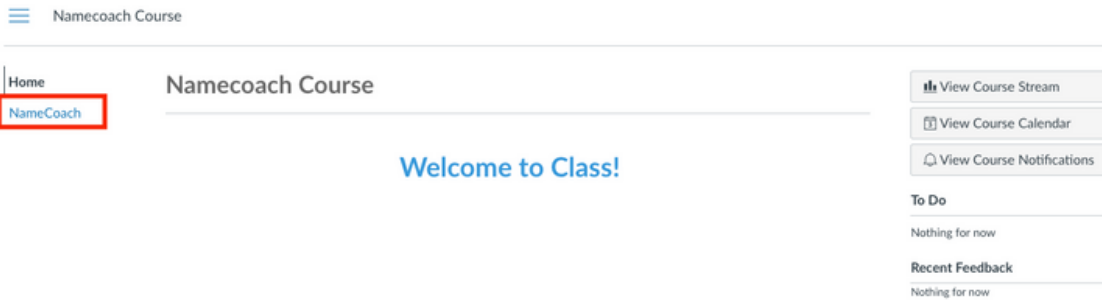
or, if you prefer...

Browse for file

Available formats: ".mp3", ".mp4", ".m4a" or ".wav"

## In a Canvas Course

Open any course that Namecoach is enabled within and click on Namecoach in the left hand navigation menu.




Once you are in the tool, you may:

- 1) Edit your own information again, if necessary. The edit(s) will populate back to your account page as well as into each of your enrolled courses.
- 2) Listen to the recordings of your students and/or classmates by clicking the play button.
- 3) See the user's Preferred Pronouns.
- 4) See the user's Preferred Name.

### NameCoach info for Namecoach Course

#### Your recording for Namecoach Course



**Name Coach User**  
(namecoachlongwood@gmail.com)

**1** [Edit your info](#)







Synchronize course roster to see all members in NameCoach tool. Course was last synchronized on August 10th, 2023 06:53.

#### Recordings for Namecoach Course



**Recorded Names** **Unrecorded Names** **6**

2 people have recorded their name  [Search](#)

Show entries per page: 10

Name/email	Last Name	Name Pronunciation	Invited At	Preferred pronouns	Preferred name	Actions
Test Student1 (teststudent1@gmail.com)	<b>2</b>	 Test Student1 Invited At: 08.09.2023 Recorded At: 03.03.2023				 
Name Coach User (namecoachlongwood@gmail.com)		 Name Coach User Invited At: 08.09.2023 Recorded At: 08.09.2023	<b>3</b> He/Him/His	<b>4</b> Dr. Name		 

Show entries per page: 10

**ONLY INSTRUCTORS** will have the 5) Actions column and 6) Unrecorded Names tab. In the Actions column, The  icon allows you to ask to ask a student for a re-record while the  icon allows you to see how many requests and reminders have already been sent to the student. The Unrecorded Names tab shows you a list of each student who has not recorded their name, gives you the same Actions as shown on the Recorded tab, and a "Remind All" button.