

Setting up your NameCoach recording and your personal title and pronouns:

1. Log into the PCC Canvas environment:

A red login form with two white input fields. The top field is labeled "User Name" and the bottom field is labeled "Password". A green circle with the number "1" is next to the "User Name" field.

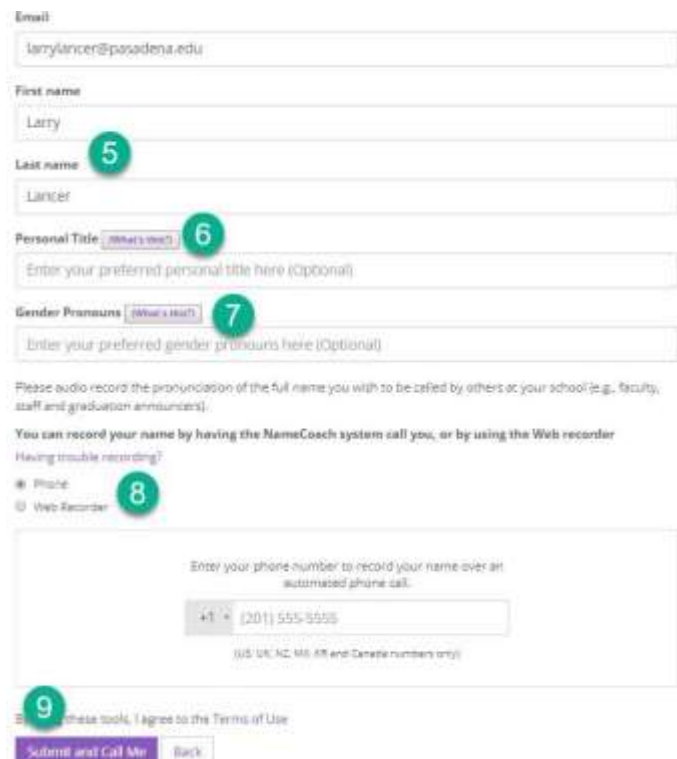
2. Click on your Canvas Account
3. Click on NameCoach



4. Click on Record Name

A screenshot of the "Your recording for Name Profile" page. It has a table with three columns: "Name/Email", "Name Recording", and "Edit Your Recording". The "Name/Email" column contains "Larry Lancer (larrylancer@pasadena.edu)". The "Name Recording" column has a red button labeled "Record Name" with a green circle and the number "4" next to it. The "Edit Your Recording" column has a purple button labeled "Edit this recording for Name Profile".

5. Enter your First and Last Name if your preferred name is not showing
6. Enter a personal title (Ms., Mrs., Mr., Professor). This is an optional field.
7. Enter your preferred gender pronouns (for example: she, hers, her or he, his, him). This field is also optional.
8. Indicate how you would like to have your name recorded. You can use the web recorder if you have a microphone on your device or you can have NameCoach give you an automated call to record your voice via a phone.
9. Click the Submit button to have NameCoach call you or to open the recorder window.

A screenshot of the NameCoach setup form. It has several input fields: "Email" (larrylancer@pasadena.edu), "First name" (Larry), "Last name" (Lancer), "Personal Title" (What's best?), "Gender Pronouns" (What's best?), and "Enter your preferred personal title here (Optional)". Below these are instructions on how to record the name: "Please audio record the pronunciation of the full name you wish to be called by others at your school (e.g., faculty, staff and graduation announcements)." and "You can record your name by having the NameCoach system call you, or by using the Web recorder". There are two radio buttons: "Phone" and "Web Recorder". The "Web Recorder" option is selected with a green circle and the number "8". Below this is a field for "Enter your phone number to record your name over an automated phone call." with a placeholder "+1 (201) 555-5555". At the bottom, there's a checkbox "I agree to the Terms of Use" and two buttons: "Submit and Call Me" and "Back". A green circle with the number "9" is next to the "Submit and Call Me" button.

You have now set up NameCoach! You will only need to do this once (then describe how it's like a profile picture). Your students will only have to set it up once too – and they will follow the same steps to set it up.

NameCoach Roster

The NameCoach Roster is located in your Course Navigation menu. This will show everyone in your course who has recorded their name in NameCoach. Click on the “play” button next to the name to play the audio recording of their preferred pronunciation.

The screenshot shows the NameCoach Roster interface. At the top, there are two tabs: 'Recorded Names' (labeled 1) and 'Unrecorded Names' (labeled 2). Below the tabs, a header bar states '4 people have recorded their name' and includes a search bar. A dropdown menu for 'Show entries per page' is set to 10. The main table has columns: 'Name' (with a 'Last Name' dropdown), 'Name Pronunciation' (with an 'Invited At' dropdown), 'Personal title' (labeled 4), 'Gender pronouns' (labeled 5), and 'Actions' (labeled 6). The table lists four entries: Jason Betrue, MAUREEN S. DAVIDSON, Dwight Schrute, and PCC Student2. Each entry has a play button (labeled 3) next to the name, followed by the invitation and recording dates. The 'Actions' column for each entry contains an envelope icon and an outbox icon.

Name ▾ Last Name ▾	Name Pronunciation Invited At ▾	Personal title	Gender pronouns	Actions
Jason Betrue Invited At: 11.13.2019 Recorded At: 11.14.2019	▶ Jason Betrue		he / his / him	✉ 📧
MAUREEN S. DAVIDSON Invited At: 10.10.2019 Recorded At: 10.10.2019	▶ MAUREEN S. DAVIDSON	Professor	she, hers , her	✉ 📧
Dwight Schrute Invited At: 10.10.2019 Recorded At: 11.26.2019	▶ Dwight Schrute	Commander	he, him, his	✉ 📧
PCC Student2 Invited At: 10.10.2019 Recorded At: 11.14.2019	▶ PCC Student2			✉ 📧

1. Recorded Name tab - shows all the names that have recorded a pronunciation.
2. Unrecorded Names tab – shows all the names for the class that have not recorded a pronunciation.
3. Play button – press the arrow to hear the recorded pronunciation
4. Personal title – Class member’s preferred personal title (Mr., Mrs., Ms., Professor). Optional.
5. Gender pronouns – Class member’s preferred gender pronouns (He, His, Hers, Her, etc.). Optional.
6. Actions column – This field is only visible to instructors. **Students do not see this column.**
 - a. If the voice recording is unclear, click the envelope button to request the class member re-record their name. ✉
 - b. If you would like to review any emails that have been sent, click the outbox icon. 📧