Setting up your NameCoach recording and your personal title and pronouns:
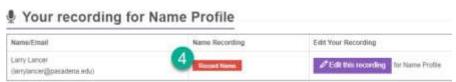
1. Log into the PCC Canvas environment:
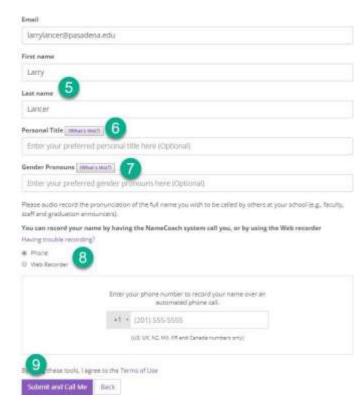
2. Click on your Canvas Account

3. Click on NameCoach

Larry Lancer
Logout

Account
Dashboard
Courses
Calendar
Inbox
Bookstore

Notifications
Profile
Files
Settings
ePortfolios
SmarterMeasure
NameCoach

4. Click on Record Name

🎤 Your recording for Name Profile

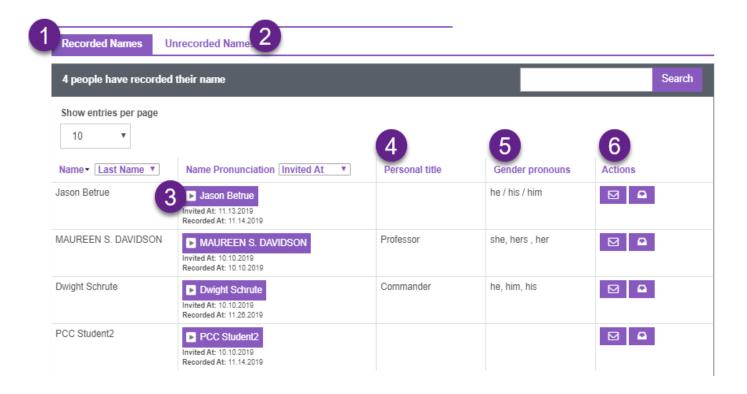| Name/Email	Name Recording	Edit Your Recording
Larry Lancer (larrylancer@pasadena.edu)	Record Name	Edit this recording for Name Profile

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.

Email
larrylancer@pasadena.edu

First name
Larry

Last name
Lancer

Personal Title (What's this?)
Enter your preferred personal title here (Optional)

Gender Pronouns (What's this?)
Enter your preferred gender pronouns here (Optional)

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 announcers).

You can record your name by having the NameCoach system call you, or by using the Web recorder
Having trouble recording?
● Phone
○ Web Recorder

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

+1 ▾ (201) 555-5555

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

By using these tools, I agree to the Terms of Use
Submit and Call Me   Back

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.

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.