# Student Guide to using NameCoach in Canvas

NameCoach is a tool for individuals to create recordings of the pronunciation of their names, then have those recordings available to participants in their Canvas courses. As of Fall 2022, NameCoach has been integrated into all Canvas user accounts and courses, and recordings made in your user account are included in a campus [NameCoach Directory](#) (Caltech credential required – see page 3 and 4 for instructions).

Note that NameCoach does not allow you to change your name as it appears. To make changes or updates, log in at https://access.caltech.edu/ and find My Personal Information in the Self-Service section.

STEP 1: Access NameCoach in Canvas

1. Login to Canvas at https://caltech.instructure.com/.
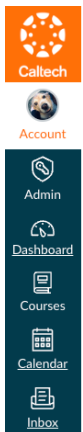
2. **To automatically add your name to both your Canvas courses and the campus [NameCoach Directory](#)**, access NameCoach from your Account/Profile. Click on **Account** in your left-most global navigation menu, just below the orange Canvas at Caltech logo, and select **NameCoach Recorder** from the menu.

   NOTE: Even if you have not created a NameCoach recording, access from your Canvas Account will automatically add your name to the [NameCoach Directory](#), available to those with a Caltech credential. To remove your name, email [Canvas at Caltech](#) for assistance.

3. **To automatically add your name only to your Canvas courses**, select any active course on your [Dashboard](#) or [All Courses](#) list and find the **NameCoach** link in the left-side course navigation menu. Recordings created from within a course will be added to all Canvas courses in which NameCoach is enabled, but will not be added to the campus [NameCoach Directory](#).

STEP 2: Record your name

1. Click on your selected **NameCoach** link from your user account or course. The first time, you will need to grant authorization in order to see the purple Record button; **Record Name** and **Edit Your Info** will bring up the same dialog box. You can update your recording any time.

🎤 Your recording for Name Profile

Name/Email	Name Recording	Edit Your Info
Jodie Lee (jlee@caltech.edu)	Record Name	✏ Edit your info for Name Profile

2. Feel free to record multiple ways of pronouncing your name that are acceptable to you in one recording. Some languages may require unfamiliar phonetics. We encourage you to record the actual pronunciation as well as others. Here is an example script:

   "My name is pronounced as 'say your name' but you can also pronounce it as 'say your name in another way' or 'say your name in a third way.'"

3. Choose **Phone** to receive an automated NameCoach call in which to record your name. Provide a phone number and click **Submit and Call Me** to receive a callback with voice prompts that guide you through the process. You have **up to 25 seconds to record 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.)

By using these tools, I agree to the Terms of Use

Submit and Call Me   Back

4. Choose **Web Recorder** to use the microphone connected to your computer or device. Click on the **Record** button and follow the **Ready/Set/Record** prompts. Click **Submit and Finish** when you are done. You have **up to 25 seconds to record 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

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

By using these tools, I agree to the Terms of Use

Submit and Finish   Back

If you prefer to **upload a file**, it must be **less than 1 MB** in size and in either **MP3** or **WAV** format.

STEP 3: View recordings in a course

Navigate to any course in which you are enrolled after the Fall 2022 implementation, and click on the **NameCoach** link in the left-side navigation menu. In the first tab, **Recorded Names**, you will see a list of those who have already made recordings, either through a course or through the Account/Profile.

NOTE: Once a recording has been created, that recording will show in all courses in which the user is enrolled and which NameCoach is enabled.

Click on the play button in the **Name Pronunciation** column to hear the recording.
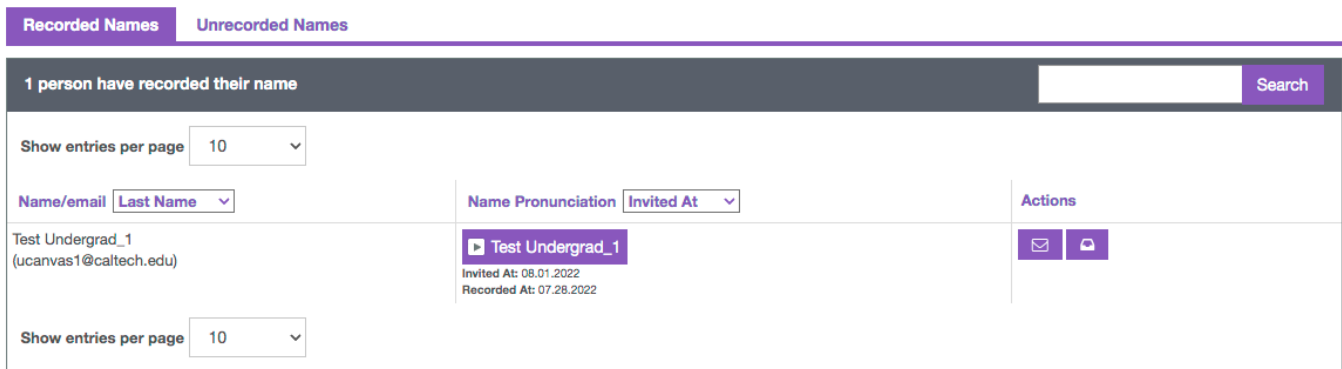

OPTIONAL: Add your Canvas course recording to the Caltech NameCoach Directory

Recordings created in Canvas courses will remain available only in Canvas. To add your recording to the Caltech NameCoach Directory, you must access NameCoach from your Canvas user account (Option 1) or via URL (Option 2). **NameCoach access with either of these options automatically adds your name to the directory, even if you have not yet created a recording**.

OPTION 1: From your Canvas User Account

1. Login to Canvas at https://caltech.instructure.com/.

2. Click on **Account** in your left-most global navigation menu, just below the orange Canvas at Caltech logo, and select **NameCoach Recorder** from the menu.
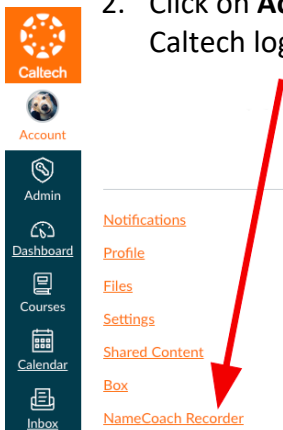
3. You will not need to re-record or edit your original recording unless you wish to make changes. Access to NameCoach from your Canvas user account will automatically add you to the Caltech NameCoach Directory.

4. Check the directory to ensure that your name was added successfully at this link: NameCoach Directory (Caltech credential required).

OPTION 2: Direct Login via URL

1. Login at https://namecoach.caltech.edu with your Caltech credentials to access your NameCoach Dashboard.

2. Access via the URL will automatically add the NameCoach Directory page, **Caltech Name Profile**, to the list of Canvas Name Pages in which your recording appears.

3. Test your entry on the new Name Page by checking the Caltech NameCoach Directory for your recording: NameCoach Directory (Caltech credential required).

We want to hear from you! Please send feedback on NameCoach to canvas@caltech.edu.
For help with NameCoach, email canvas@caltech.edu or support@name-coach.com.