

# 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. NameCoach is integrated into all Canvas courses, and a campus NameCoach Directory (Caltech credential required – see page 3 for instructions) is also available at <https://amt.caltech.edu/namecoach-directory> to share pronunciations with those not in your classes.

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

[Discussions](#)

[Course Reserves](#)

[People](#)

**[NameCoach](#)**

[Zoom](#)

1. Login at <http://access.caltech.edu> with your Caltech credentials, and select **Canvas** from the **Academic Services** section. Alternatively, login to Canvas directly at <https://caltech.instructure.com/>.

2. Select any active course on your Dashboard and click the **NameCoach** link in the left-side course navigation menu, which will initiate a course roster sync. Your recording, if previously created, and the tools to create or update your recording will be available to the right of your name (*below*).

A user profile card for 'Test Undergrad\_2' with email '(ucanvas2@caltech.edu)'. It features a purple play button icon on the left and an 'Edit your info' button on the right.

3. Course participants will be sorted into two tabs: **Recorded Names** and **Unrecorded Names**. Click on the play button in the **Name Pronunciation** column to hear a given recording.

A screenshot of the NameCoach interface. At the top, there are two tabs: 'Recorded Names' (selected) and 'Unrecorded Names'. Below the tabs, a dark header bar says '1 person have recorded their name' and includes a search box. The main content area shows a table with columns: 'Name/email', 'Name Pronunciation', and 'Actions'. The 'Name/email' column shows 'Test Undergrad\_1 (ucanvas1@caltech.edu)'. The 'Name Pronunciation' column shows a play button icon, the name 'Test Undergrad\_1', and the dates 'Invited At: 08.01.2022' and 'Recorded At: 07.28.2022'. The 'Actions' column shows an envelope icon and a lock icon. There are also 'Show entries per page' dropdowns set to 10.

## STEP 2: Record your name

**NOTE:** Once a recording has been created, that recording will show in all Canvas courses in which the user is enrolled and which NameCoach is enabled, but will **not** be added to the campus NameCoach Directory at <https://amt.caltech.edu/namecoach-directory> until you complete Step 3.

1. Click on the **NameCoach** link from your selected course menu to find one of the following options under the **NameCoach info** header:

- New users will see a **Record Name** link to the right of your name.

### NameCoach info for NameCoach 1.3 LTI Test

#### Your recording for NameCoach 1.3 LTI Test

**Test Undergrad\_2**  
(ucanvas2@caltech.edu) Record Name

- Returning users will see a playback button on the left to check your existing recording, and an **Edit your info** button on the right. You can update your recording any time.

 **Test Undergrad\_2**  
(ucanvas2@caltech.edu) Edit your info

- Both options will bring up the same recording dialog box.

2. Choose **Phone** to receive an automated NameCoach call in which to record your name. Provide a phone number and click **Call Me Now** to receive a callback with voice prompts that guide you through the process. Click **Submit** when you are done.

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!

By using these tools, I agree to the [Terms of Use](#)

Submit Close

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** when you are done.

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



By using these tools, I agree to the [Terms of Use](#)

### STEP 3: Add your recording to the campus NameCoach directory

1. Navigate to the campus NameCoach page at <https://namecoach.caltech.edu/>.
2. Complete the Single Sign-On (SSO) login with your Caltech username and password.
3. There you will find a list of all NameCoach pages in which your recording appears; look for **Caltech Name Profile** to ensure that you linked successfully. Each user retains only one recording in their account, so if you **Edit Preferred recording** for any page, all listed pages will be updated with the new recording.
4. Review other Caltech community recordings at <https://amt.caltech.edu/namecoach-directory>.

#### Your Recordings

These recordings will appear on the respective Name Pages for which you were invited, and will be used to pronounce your name correctly.

Name/Email	Pronunciation Notes	Name Recording (press play button to hear)	Edit Your Info
Jodie Lee (jlee@caltech.edu)	--	 Jodie Lee	<input type="button" value="Edit Preferred recording"/> for NameCoach 1.3 LTI Test
Jodie Lee (jlee@caltech.edu)	--	 Jodie Lee	<input type="button" value="Edit Preferred recording"/> for <b>Caltech Name Profile</b>

For help with NameCoach, email [canvas@caltech.edu](mailto:canvas@caltech.edu) or [support@name-coach.com](mailto:support@name-coach.com).