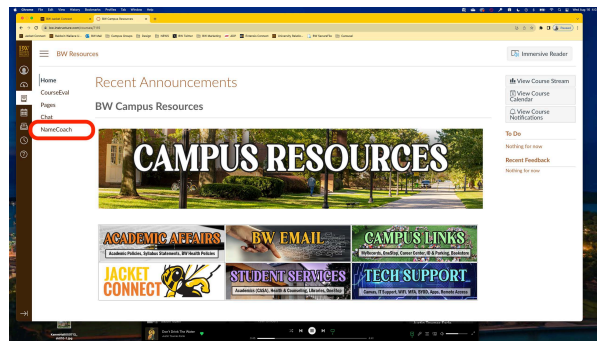




Instructions for NameCoach Inside Canvas

How to record the pronunciation of your name

Log into Canvas, select **Courses** or **Account**. Within each course, **NameCoach** will be displayed in the navigation bar. Select **NameCoach** to continue.

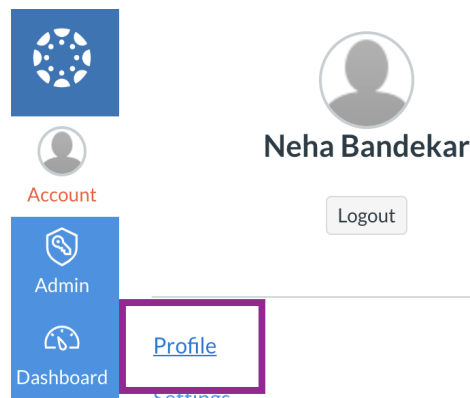


There are two areas to record your name pronunciation:

- [Inside the Account Profile Recorder](#)
- [Inside any Canvas Course](#)

To record your name in the **Account Profile Recorder**, follow the steps below:

- Navigate to your Account > Profile inside Canvas



- Click on **NameCoach** located on the left navigation bar
- To record your name pronunciation, click on the **Record Name** button

Record Name

See *Recording Options*

To record your name in the **Canvas Roster**, follow the steps below:

- Navigate to any Canvas course
- Click on the **Record** button next to your name

Your recording for Economics 101

| | |
|---|---------------------------|
| <p>Neha Bandekar (neha@name-coach.com)</p> | <p>Record Name</p> |
|---|---------------------------|

See *Recording Options*

Recording Options:

Select **Phone** or **Web Recorder** to record your name. Alternatively, you can also upload an mp3 file by using the **Uploader** option.

The screenshot shows a modal window titled "Edit Your Info" with a close button (X) in the top right corner. Below the title, there is a "Gender Pronouns" field with a dropdown menu showing "What's this?" and a link "(click on field to edit)". Below this, a text box explains that users can record their name by having the NameCoach system call them, using the Web recorder, or by uploading a file from their computer. There is a link "Having trouble recording?". Below this, three radio buttons are visible: "Phone", "Web Recorder" (which is selected and circled in red), and "Uploader". Below the radio buttons, there is a section titled "Record your name using our web audio recorder." with instructions: "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." Below the instructions, there is a "0:0/25:0" timer and a "Record" button. At the bottom, there is a "By using these tools, I agree to the Terms of Use" statement and two buttons: "Submit and Finish" and "Close".



Web Recording:

- Click the **Record** button and wait for the prompt before speaking.
- You can stop the recording, then click **Submit and Finish**.
- After you submit, you are able to hear your recording and re-record if you would like.

Record your name using our web audio recorder.

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

00:00/00:25

Your recording is ready, don't forget to click 'Submit and Finish' to submit the form!

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

Submit and Finish

Phone Recording:

- Enter your phone number in the box provided, adjust trunk code if needed, then click **Call me now!**

- NameCoach will call your phone and will prompt you with instructions. You will be able to listen to your recording and re-record if you wish.
- After you complete the call, go back to the NameCoach page in Canvas and click **Submit and Finish** to save your recording.

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

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

Call me now!

Note: NameCoach does not save the phone number entered. It is simply required to make a call back for the purpose of recording over the phone.

