NAMECOACH

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> **People's names are a primary component of their identity. An simple way to help foster a sense of inclusion and community, as well as facilitate a culture of respect on campus and in the classroom is to ensure that student, faculty and staff names are pronounced correctly.**
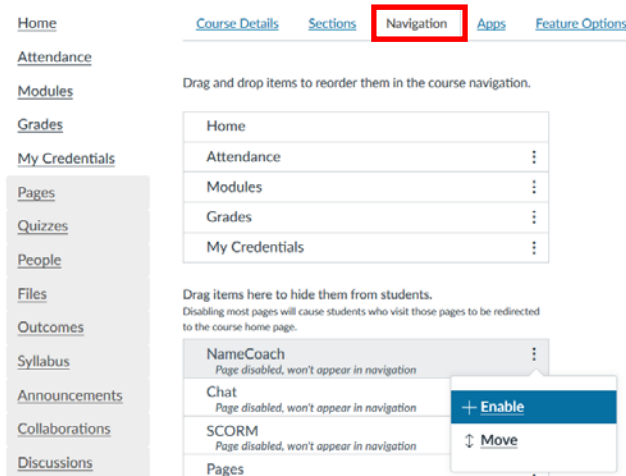
WHAT IS NAMECOACH

NameCoach is an easy to use tool that allows students, faculty, and administrators record how their name should be pronounce, identify their preferred gender pronouns, select an honorific, as well as hear how other's names should be pronounced. NameCoach allows users to easily record the correct pronunciation of their name using a computer or mobile device.

INTEGRATING NAMECOACH IN CANVAS COURSE

NameCoach seamlessly integrates into Canvas courses. By adding the NameCoach tool to the Course Navigation Menu, faculty and students will have access to hear how each student would like their name pronounced. Students can easily record the correct pronunciation of their name, and select their honorific and preferred gender pronouns. The NameCoach integration allows faculty to see which students have not recorded their name, and to Email a request or a reminder to those students.
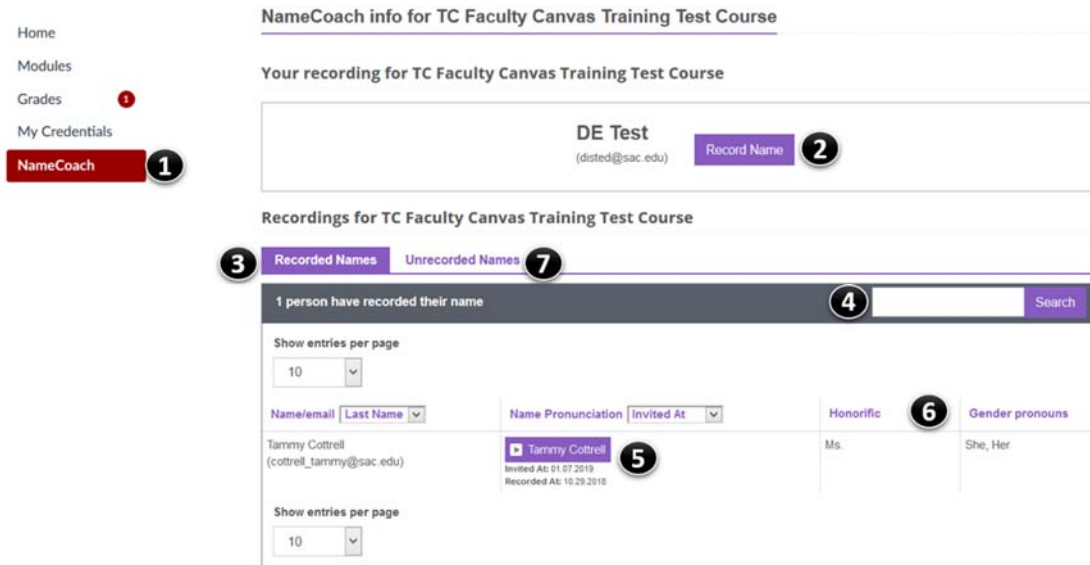
To add NameCoach to a Canvas Course Navigation Menu, click the **Settings** link then select **Navigation** on the top tool bar. Find NameCoach in the list of available tools. Either drag and drop NameCoach onto the Course Navigation Menu at the top, or click the three dot menu to the right and select **Enable**. To save the changes, click the **Save** button at the bottom of the page. This will add NameCoach to the Course Navigation Menu.

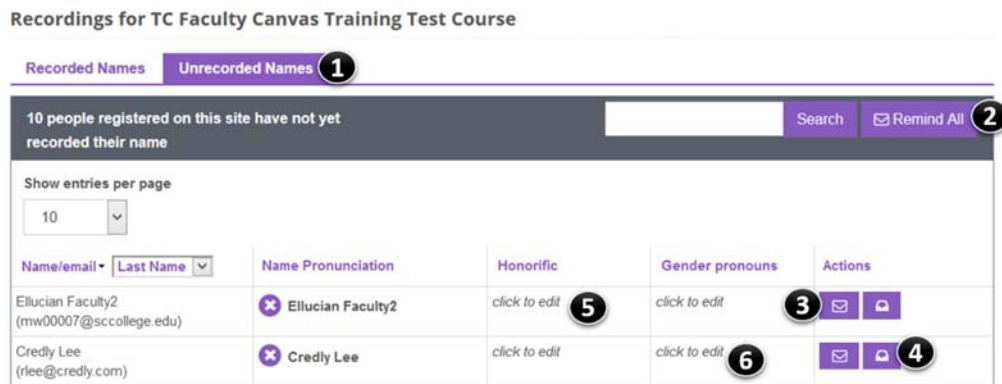## USING NAMECOACH IN CANVAS

Click the **NameCoach** link on the course navigation menu. On the NameCoach Recorded Names page, faculty and students will be able to record their name, and see who else in the course has recorded their name. Honorifics and preferred gender pronouns can also be added and viewed for

each user. On the Recorded Name page, Instructors have icons to send an Email to ask students to rerecord their names and track what Email requests have been sent to each student.

1. Click the NameCoach link on the Course Navigation Menu to access the page.
2. Users can record or edit their recording of their name.
3. Recorded Names tab lists all users who have recorded their names on NameCoach.
4. Search allows users to search for a specific person by name.
5. Listen to a person's name recording by clicking the play icon next to their name.
6. If entered, a user's honorific and preferred gender pronouns will be displayed.
7. Unrecorded Names tab lists all users who have not recorded their names on NameCoach.

The Unrecorded Names page lists all users who have not yet recorded their name in NameCoach.

1. Unrecorded Names tab lists all users who have not recorded their names on NameCoach.
2. Instructors can click the **Remind All** button to send a reminder Email to all unrecorded users.
3. **Ask to Record** icon will send an Email request to the selected individual to record their name.
4. **See Emails Already Sent** will show the history of request Emails sent to that individual.
5. Instructors can add or edit student's honorifics (e.g. Ms., Mrs., Mr., etc.).
6. Instructors can add or edit student's preferred gender pronouns.

Users can also access NameCoach by clicking the **Account** icon on the Global Navigation Menu, then selecting **Profile** from the menu. Click **NameCoach Recorded** to access the tool.