



Getting Started With NameCoach (Faculty)

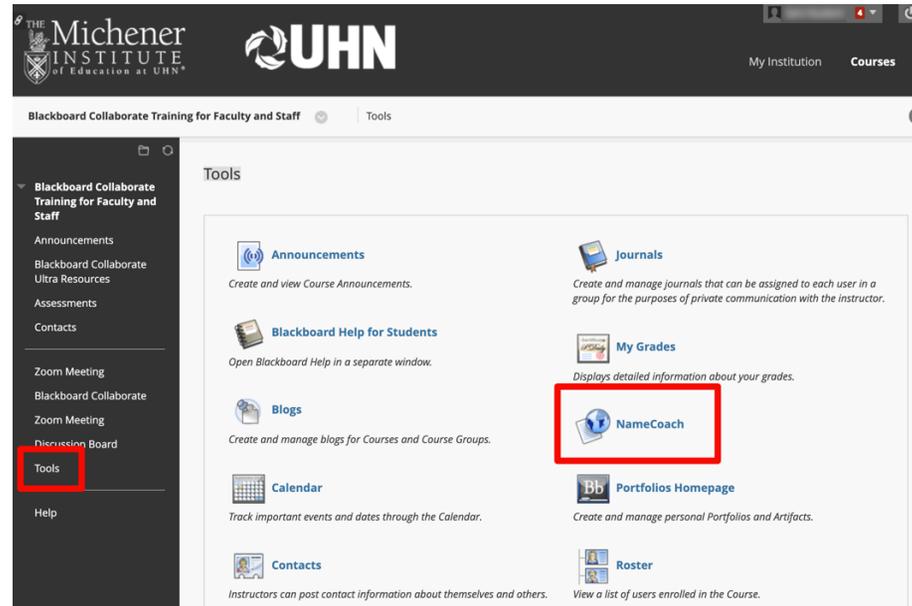
Provide accurate audio name pronunciation in Blackboard

FACULTY INSTRUCTIONS FOR NAMECOACH INSIDE BLACKBOARD

RECORD THE PRONUNCIATION OF YOUR NAME

Open Blackboard and log in. NameCoach is available in all your courses, but you only need to record your name once.

Provide your name pronunciation by navigating to NameCoach, via the Tools menu.



The screenshot displays the Blackboard interface for faculty. At the top, the logos for 'THE Michener INSTITUTE of Education at UHN*' and 'UHN' are visible, along with 'My Institution' and 'Courses' links. Below the header, the page title is 'Blackboard Collaborate Training for Faculty and Staff' with a 'Tools' link. A dark sidebar on the left contains a menu with items: 'Blackboard Collaborate Training for Faculty and Staff', 'Announcements', 'Blackboard Collaborate Ultra Resources', 'Assessments', 'Contacts', 'Zoom Meeting', 'Blackboard Collaborate', 'Zoom Meeting', 'Discussion Board', 'Tools' (highlighted with a red box), and 'Help'. The main content area is titled 'Tools' and features a grid of tool cards. The 'NameCoach' card, which includes a microphone icon and the text 'NameCoach', is highlighted with a red box. Other tool cards include 'Announcements', 'Journals', 'Blackboard Help for Students', 'My Grades', 'Blogs', 'Calendar', 'Portfolios Homepage', and 'Contacts', each with a brief description of its function.

TO RECORD YOUR NAME PRONUNCIATION, CLICK ON THE RECORD NAME BUTTON

NameCoach info for Michener Required Training for Faculty and Staff

Your recording for Michener Required Training for Faculty and Staff

Heather Wood
(hwood@michener.ca) Record Name

Recordings for Michener Required Training for Faculty and Staff

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

Edit Your Info✕

Phonetic Spelling

Preferred Name

My Pronouns

You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

Phone
 Web Recorder
 Uploader

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

+1

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

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Submit and Call MeClose

PHONE RECORDING:

Enter your phone number in the box provided, then click "Submit and Finish."

NameCoach will call your phone and 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 and click "Submit and Finish" to save your recording.

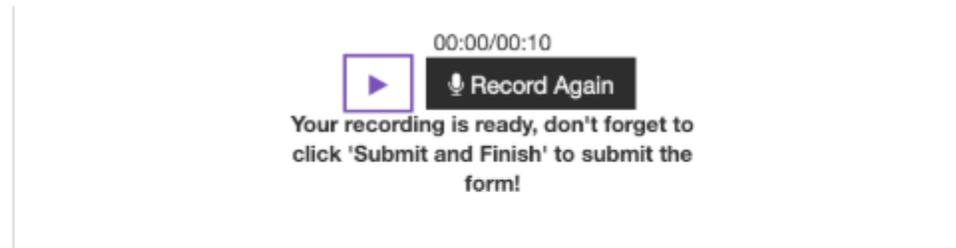
Note: NameCoach does not save phone numbers entered. It is simply required to make a call back for the purpose of recording over the phone.

WEB RECORDING:

Click the "Record" button and wait for the prompt before speaking.

When done, 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.



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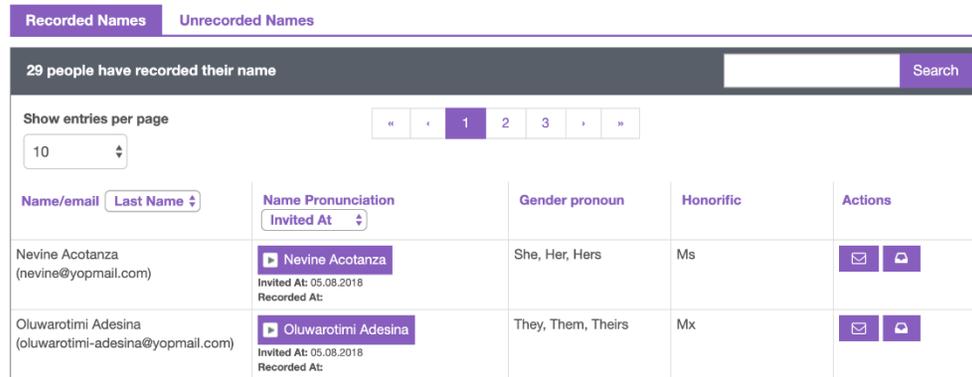
PLAYING BACK RECORDED NAMES

Once your students have recorded their names in NameCoach, you will see a list of their recordings. Each name will have a play button next to it so that you can hear the pronunciation.

Both faculty and students can review the audio recordings by following these instructions in a Carmen course:

Click on NameCoach in the course navigation menu.

Click on the purple play button to the right of the person's name.



The screenshot shows the 'Recorded Names' tab in the NameCoach interface. At the top, there are two tabs: 'Recorded Names' (selected) and 'Unrecorded Names'. Below the tabs, a dark header bar displays '29 people have recorded their name' and a search input field with a 'Search' button. Underneath, there is a 'Show entries per page' dropdown set to '10' and a pagination control showing page 1 of 3. The main content is a table with the following columns: 'Name/email' (with a 'Last Name' dropdown), 'Name Pronunciation' (with an 'Invited At' dropdown), 'Gender pronoun', 'Honorific', and 'Actions'. Two rows of data are visible:

Name/email	Name Pronunciation	Gender pronoun	Honorific	Actions
Nevine Acotanza (nevine@yopmail.com)	 Nevine Acotanza Invited At: 05.08.2018 Recorded At:	She, Her, Hers	Ms	 
Oluwarotimi Adesina (oluwarotimi-adesina@yopmail.com)	 Oluwarotimi Adesina Invited At: 05.08.2018 Recorded At:	They, Them, Theirs	Mx	 

You can also search for a member, re-arrange the number of entries that are shown on the page, sort the names differently, or view any unrecorded names in the course by using the menu options at the top.

SENDING REMINDER EMAILS TO STUDENTS (FOR FACULTY)

Your roster has two sections- recorded names and unrecorded names. You can send reminder emails to students who have not recorded their names either individually or via a mass email reminder function.

To send individual email reminders to students that have not recorded their name pronunciations,

Navigate to the unrecorded names section of your roster

Click on the email icon under the Actions tab next to the student's name

Recorded Names Unrecorded Names

2 people registered on this site have not yet recorded their name

Show entries per page: 10

Name/email	Name Pronunciation	Gender pronoun	Honorific	Actions
Odo Fipsom (odo_marshall_nc@yopmail.com)	Odo Fipsom	<i>click to edit</i>	<i>click to edit</i>	
Neha Bandekar (neha@name-coach.com)	Neha Bandekar	<i>click to edit</i>	<i>click to edit</i>	

Show entries per page: 10

To send mass email reminders to all students that have not recorded their name pronunciations,

Navigate to the unrecorded names section of your roster

Click on 'Remind All' to send emails to all students on the Unrecorded Names tab

Recorded Names Unrecorded Names

2 people registered on this site have not yet recorded their name

Show entries per page

You can always customize the emails sent to students before clicking Send.

TIPS FOR FACULTY:

Before the semester starts,

Record your own name in NameCoach (if you haven't already).

On the first day of class,

Thank the students who have already added their pronunciations and pronouns (if applicable) to NameCoach, and encourage students to use the tool, even if they think their names are easy to pronounce or they identify as cisgender (i.e., their gender identity matches the sex they were assigned at birth). This helps normalize the sharing of this information, rather than drawing undue attention to unfamiliar names or assuming a student's pronouns.

Tell your students that you are committed to learning their names. If you are "bad at names," tell them so and ask for their patience. Try to learn at least a few each day or class meeting.