

# Name Coach in Canvas for instructors

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## Step1: Find NameCoach Recordings at Canvas

Find your course on the **Canvas Courses** at **canvas.pratt.edu**

The screenshot shows the Canvas LMS interface for the course 'Pratt Canvas Basics'. The left-hand navigation menu is visible, with 'NameCoach Recordings' highlighted in a red circle. The main content area shows a blue banner with 'PRATT CANVAS BASICS' and the Pratt CTL logo. Below the banner, there is text about the course overview and a call to action to click on 'MODULES' in the navigation menu.

Pratt Canvas Basics

This course includes an overview of Canvas for Pratt faculty.  
For more resources on Canvas, check out the [CTL website here](#) e .  
Feel free to navigate to any topics that you have questions about, or work through this course linearly.  
**Click on MODULES on the left-side navigation menu to get started!**

\*\*This course has been designed by the Pratt CTL to include information that is specific to Pratt faculty and our use of Canvas. This course is intended to be a simplified update to the "Growing with Canvas" course that was designed by Canvas developers and was available to Pratt faculty for the last year.\*\*

## Step2: Record your name

You only need to record your name one time, your name will be recorded and using all over the canvas.

The screenshot displays the NameCoach Recordings interface for 'Pratt-Canvas-Basics'. The left sidebar contains navigation options: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, NameCoach Recordings, and Settings. The main content area is titled 'NameCoach info for Pratt Canvas Basics' and shows 'Your recording for Pratt Canvas Basics' for Holly Adams (hadams30@pratt.edu). A red circle highlights the 'Record Name' button. Below this, the 'Recordings for Pratt Canvas Basics' section shows a table of recorded names. The table has columns for Name/email, Name Pronunciation, Invited At, and Actions. One entry is shown for Maura Conley (mconley9@pratt.edu), with a name pronunciation video and recorded date of 08.01.2022.

Pratt-Canvas-Basics > NameCoach Recordings

### NameCoach info for Pratt Canvas Basics

Your recording for Pratt Canvas Basics

**Holly Adams**  
(hadams30@pratt.edu) [Record Name](#)

### Recordings for Pratt Canvas Basics

**Recorded Names** | Unrecorded Names

1 person have recorded their name  [Search](#)

Show entries per page: 10

Name/email	Last Name	Name Pronunciation	Invited At	Actions
Maura Conley (mconley9@pratt.edu)		<a href="#">Maura Conley</a>	Invited At: 08.01.2022 Recorded At: 08.01.2022	<a href="#">Email</a> <a href="#">Lock</a>

Show entries per page: 10

## Step 3: How to edit your name

If you click Record name button, you will see some options.

The screenshot shows the NameCoach interface for 'Pratt-Canvas-Basics'. The left sidebar contains navigation options like Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, NameCoach Recordings, and Settings. The main content area is titled 'NameCoach info for Pratt Canvas Basics'. Under 'Your recording for Pratt Canvas Basics', the user's name 'Holly Adams' and email '(hadams30@pratt.edu)' are displayed, with a 'Record Name' button circled in red. Below this, the 'Recordings for Pratt Canvas Basics' section shows a table with one entry for 'Maura Conley' (mconley9@pratt.edu), recorded on 08.01.2022. The table has columns for Name/email, Name Pronunciation, Invited At, and Actions.

You can use your phone, it will call you and it will be uploaded in that way.

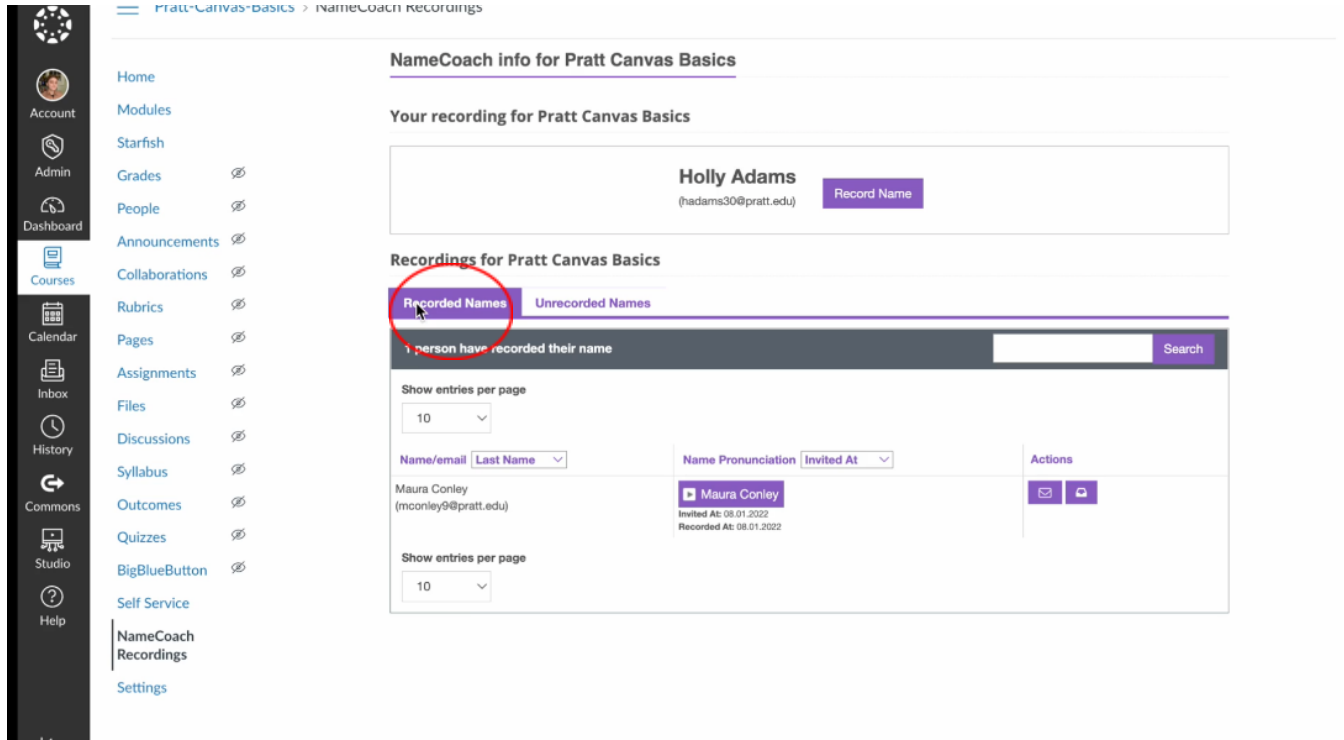
This screenshot shows the 'Edit Your Info' dialog box overlaid on the NameCoach interface. The dialog box contains the following text: 'You can record your name by having the NameCoach system call you, or by using the Web recorder, or by uploading a file from your computer'. Below this, there is a link 'Having trouble recording?'. Three radio button options are listed: 'Phone' (selected and circled in red), 'Web Recorder', and 'Uploader'. A text input field is provided for the phone number, with a dropdown for the country code (+1) and the number (201) 555-5555. A note below the field states: '(Input the phone number using only digits and the "+" symbol. US, UK, NZ, MX, KR, and Canada numbers are only allowed.)'. At the bottom, there is a checkbox for 'By using these tools, I agree to the Terms of Use' and two buttons: 'Submit and Call Me' and 'Close'.

Or you can record using a web browser.

The screenshot displays a web browser interface for NameCoach. On the left is a vertical navigation menu with icons and labels for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, NameCoach Recordings, and Settings. The main content area is titled "NameCoach info for Pratt Canvas Basics" and "NameLoach Recordings". A modal window titled "Edit Your Info" is open, containing the following text: "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". Below this is a link "Having trouble recording?". Three radio button options are listed: "Phone", "Web Recorder" (which is selected and circled in red), and "Uploader". A section titled "Record your name using our web audio recorder." includes 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 is a timer showing "0.0/25.0" and a purple "Record" button with a microphone icon. At the bottom of the modal are "Submit and Finish" and "Close" buttons. The background shows a table of "Recordings for Pratt" with columns for "Name/email" and "Last Name", and a "Search" button.

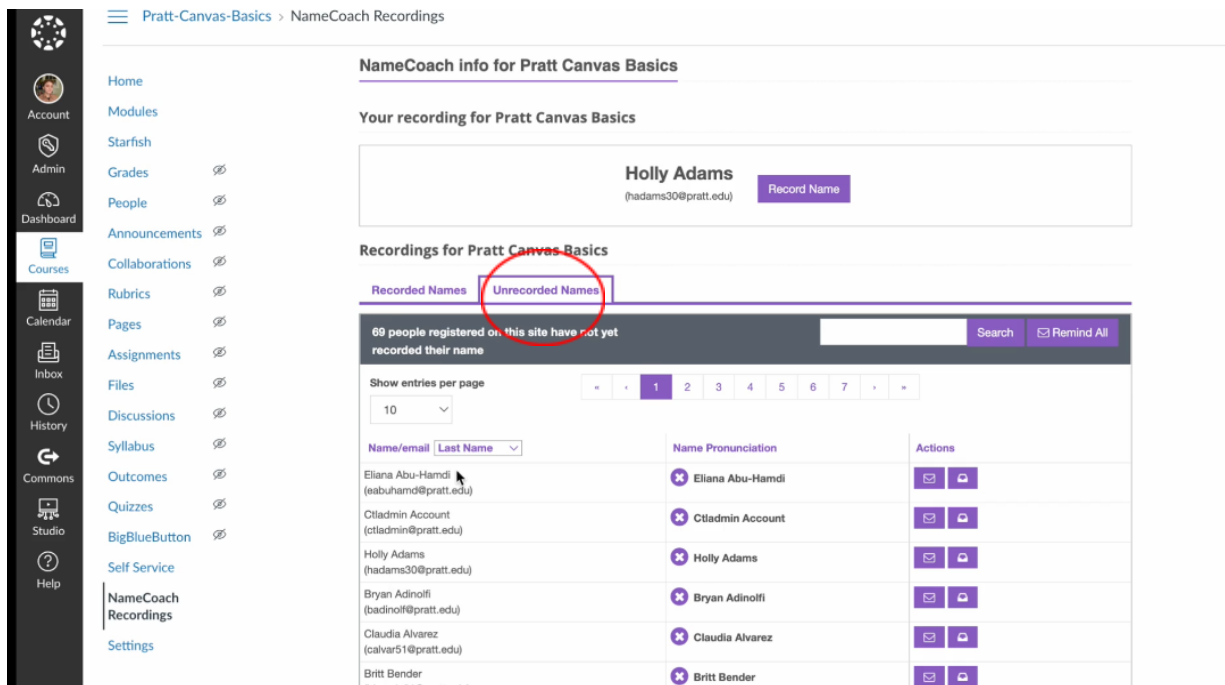
## Step 4: You can see recording names

When you click Submit and Finish button, you can see the recorded name, not just your name but also students' names.



The screenshot shows the 'NameCoach Recordings' page for 'Pratt-Canvas-Basics'. The left sidebar contains navigation options like Home, Modules, Starfish, Grades, People, Announcements, Collaborations, Rubrics, Pages, Assignments, Files, Discussions, Syllabus, Outcomes, Quizzes, BigBlueButton, Self Service, NameCoach Recordings, and Settings. The main content area is titled 'NameCoach info for Pratt Canvas Basics' and 'Your recording for Pratt Canvas Basics'. It displays the user's name 'Holly Adams' and a 'Record Name' button. Below this, the 'Recordings for Pratt Canvas Basics' section has two tabs: 'Recorded Names' (highlighted with a red circle) and 'Unrecorded Names'. The 'Recorded Names' tab shows a search bar and a table with columns for Name/email, Name Pronunciation, and Actions. The table lists one entry: Maura Conley (mconley9@pratt.edu) with a recorded name 'Maura Conley' and a recorded time of 08.01.2022.

You can also see unrecorded names, and we highly recommend let students know this feature so that they can use it as well.



This screenshot shows the same 'NameCoach Recordings' page, but with the 'Unrecorded Names' tab selected (highlighted with a red circle). The 'Recorded Names' tab is now disabled. The 'Unrecorded Names' tab shows a search bar and a table with columns for Name/email, Name Pronunciation, and Actions. The table lists 69 people registered on the site who have not yet recorded their name. The table includes a pagination bar showing 1 to 7 entries per page. The visible entries are: Eliana Abu-Hamdi (eabuhamd@pratt.edu), Ctadmin Account (ctadmin@pratt.edu), Holly Adams (hadams30@pratt.edu), Bryan Adinoff (badinoff@pratt.edu), Claudia Alvarez (calvar51@pratt.edu), and Britt Bender (bbender81@pratt.edu).