

Canvas: NameCoach

See the [TLC calendar](#) for future workshop dates

Use NameCoach to take the uncertainty out of name pronunciation. Never mispronounce, misidentify, or misgender a student again, ensuring a more inclusive campus environment.

Record Your Name

You can record and update your information.

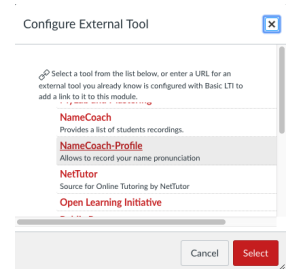
1. Log in to [Canvas](#).
2. Click on Account -> Profile
3. Click on NameCoach-Profile
4. You will be asked to enter a preferred first and last name, gender pronouns, and a recording either through your browser or over the phone. If you are calling from a CCSF phone, you will need to call the number provided by NameCoach, entering pound 4 on the keypad, and then follow the NameCoach directions.



Create a NameCoach Assignment

Students can record and update their information directly within Canvas. Create an assignment that reminds students to record their names using the Namecoach Assignment External Tool.

1. Select your course in Canvas.
2. Select the **Assignments** tool.
3. Click the **+ Assignment** button.
4. Enter a title for the assignment and instructions in the fields provided (see example instructions on the next page.)
5. Enable the "Do not count this assignment towards the final grade" option to exclude the assignment from the Grades tool.
6. Under the options for "Submission Type," select **External Tool** then the **Find** button. A pop-up window will appear.
7. Scroll through the list of options to locate and select **Namecoach-Profile**. Click the **Select** button.
8. Click the **Save and publish** button to make the assignment available to students.

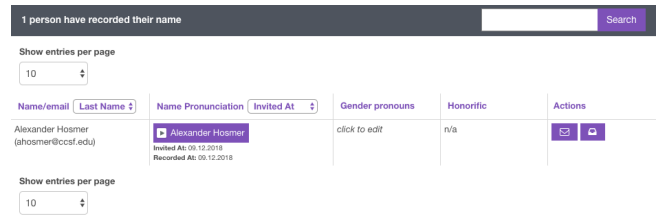


Your students will now see a link to the new assignment due on the date you have specified. Each student will be asked to enter a preferred first and last name, gender pronouns, and a recording either through their browser or over the phone. Each field is optional.

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How to View/Listen to Your Student's Name

1. Log in to [Canvas](#).
2. Select your course.
3. Select NameCoach in the course navigation
4. Listen to each student's recording
5. View their preferred Gender Pronoun
6. If the recording is unclear, request that the student re-record by clicking the email button.



The screenshot shows the NameCoach interface. At the top, it says "1 person have recorded their name" next to a search bar. Below this is a table with columns: Name/email, Name Pronunciation, Gender pronouns, Honorific, and Actions. The first row shows "Alexander Hosmer (ahosmer@ccsf.edu)" with a pronunciation of "Alexander Hosmer" and a gender pronoun of "n/a". The Actions column has an email icon and a lock icon. There are also "Show entries per page" dropdowns set to "10".

Text Used in the NameCoach Assignment

Note: Feel free to copy and edit the directions below for your NameCoach assignment:

CCSF has partnered with NameCoach to help people in our community learn how to pronounce your name correctly. Please record your name using the NameCoach recorder.

You can also specify a pronoun you use in reference to yourself. For example, Xena uses [she, her, hers], but Kimmy uses [they, them, theirs]. You can also choose other pronouns like [ze, hir, hir].

The Gender Pronoun field is optional. You can't always know what someone's pronouns are by looking at them. NameCoach gives us a method to ask, and later, correctly use someone's pronouns as a basic way to show respect for gender identity.

Notes:

NameCoach Recorder does not work using the Safari or Opera web browsers.

Cross-listed courses with FERPA separation requirement should not use NameCoach.

More Resources

[NameCoach Tutorial for a NameCoach assignment using Announcements](#)

Email support for [NameCoach](#)