

# How do I use NameCoach in Brightspace?

## Description

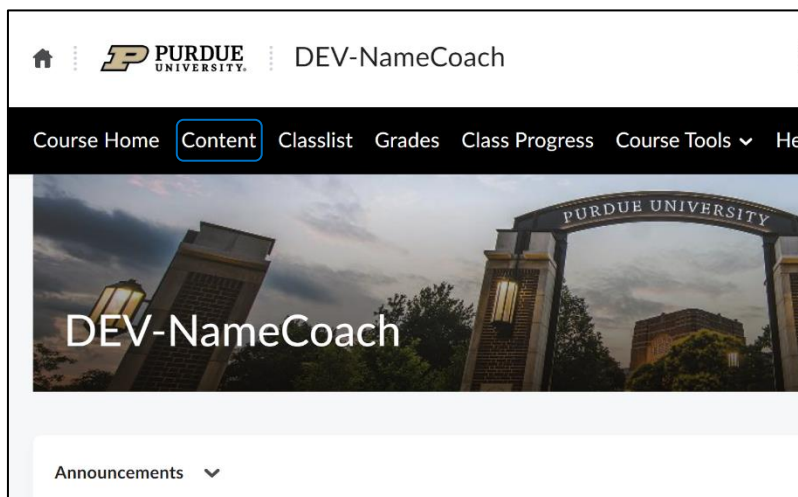
NameCoach allows students to record an accurate pronunciation of their name. You can add NameCoach to your Brightspace course to promote inclusion and belonging.

This document will cover:

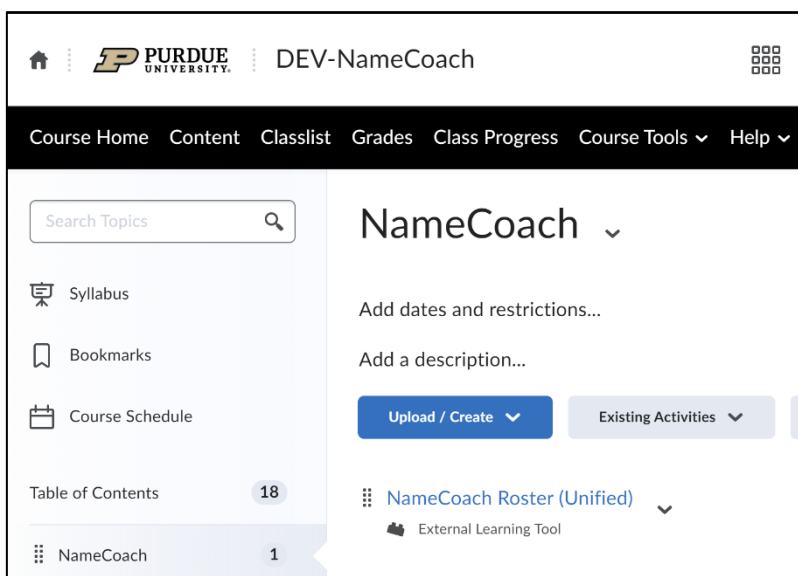
- [How to add NameCoach to your Brightspace course](#)
- [How to review your students' names in NameCoach](#)
- [How to record your name in NameCoach](#)
- [How to contact NameCoach for additional help](#)

## Adding NameCoach to a Course

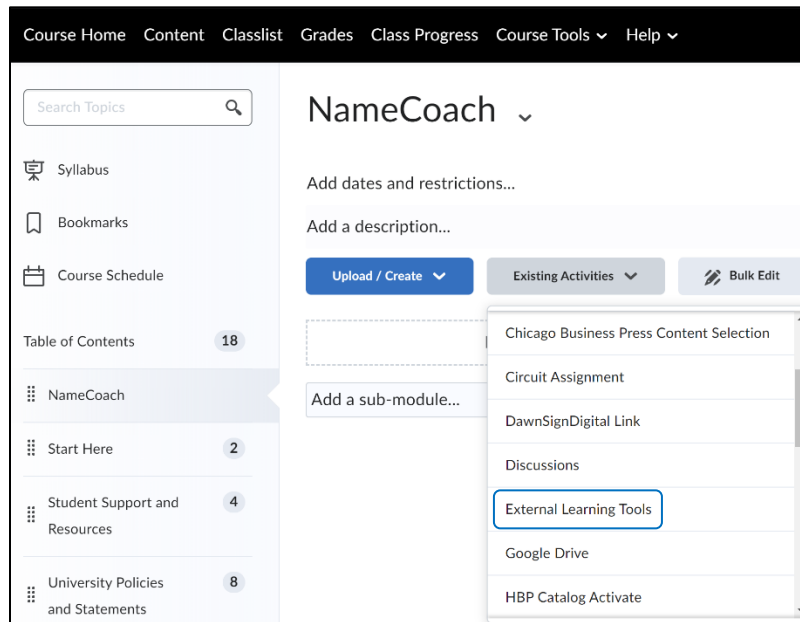
- To begin, go to any of the courses you instruct in Brightspace and select the **Content** tab.



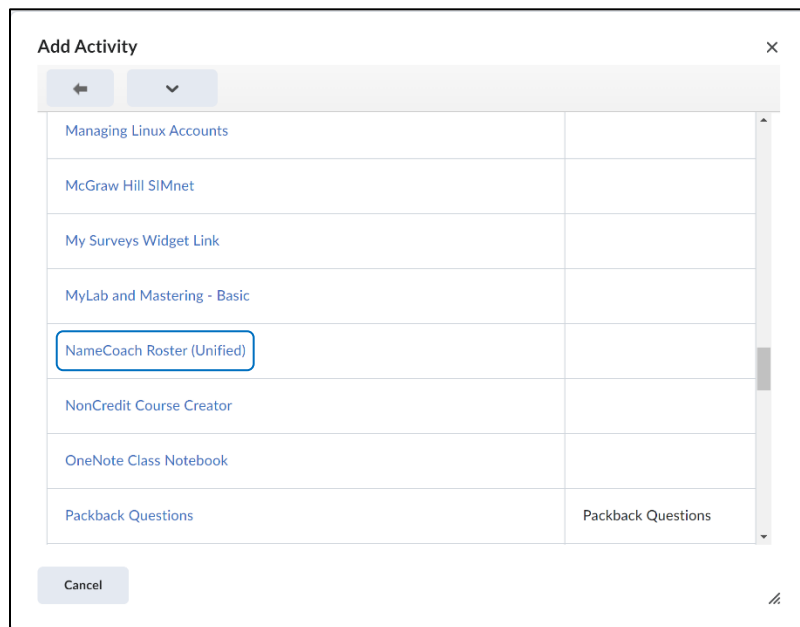
- Use the **Add a module...** option at the bottom of the Table of Contents to create a new module. Label the module with a suitable name. *NameCoach* will be used in this example.



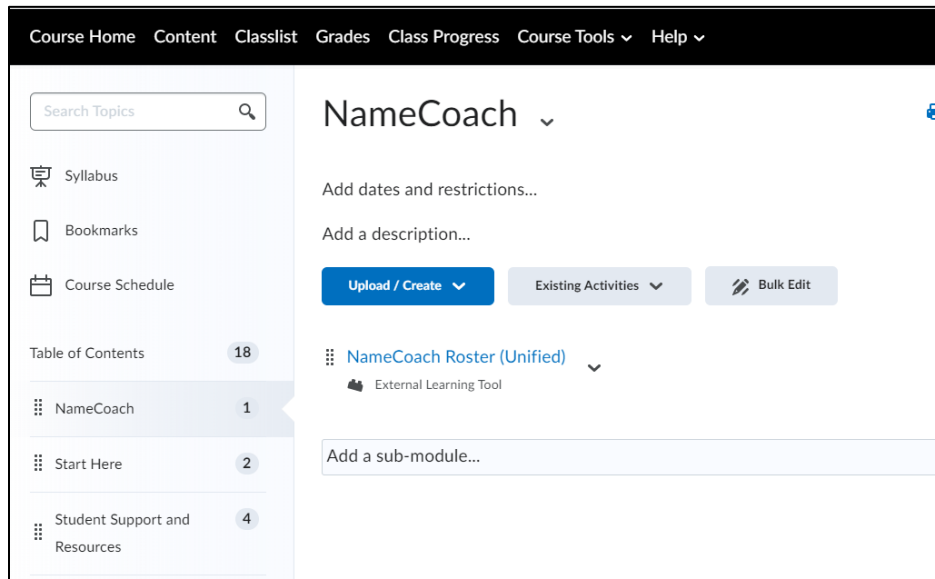
- Select **External Learning Tools** under **Existing Activities** in the newly created module.



- Next, select the **NameCoach Roster (Unified)** from the pop-up box that opens.



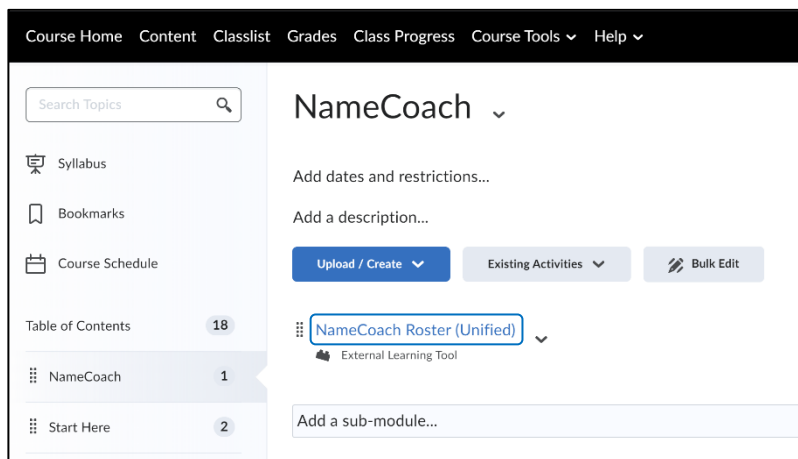
- The **NameCoach Roster (Unified)** will be added to your module.



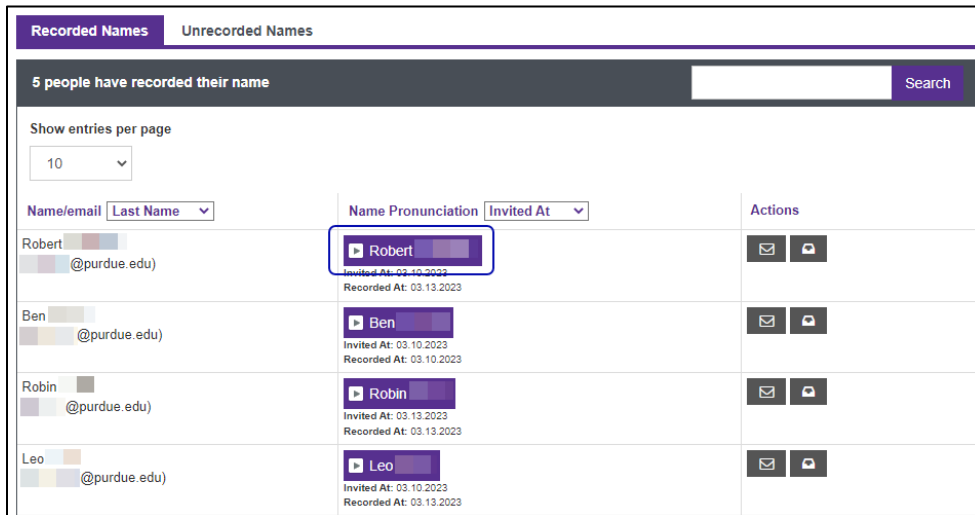
## Review student names in the NameCoach Roster

You may utilize the **NameCoach Roster (Unified)** feature to listen to students pronounce their own names. It will identify those enrolled in your course who have already recorded their names and those who haven't.

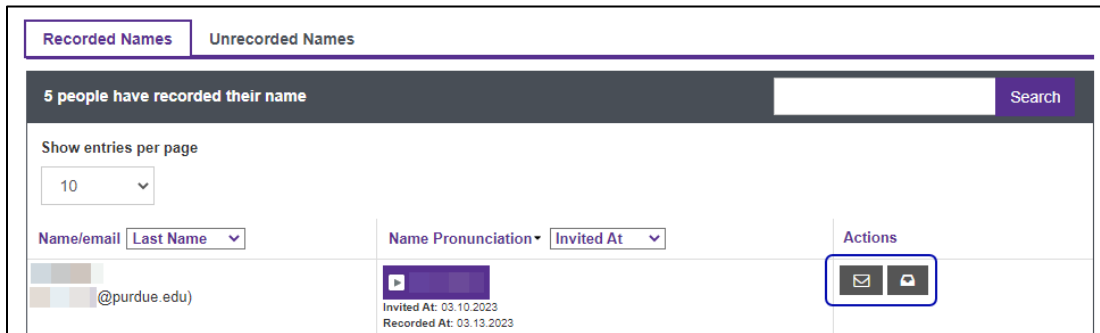
- Click **NameCoach Roster (Unified)**.



- Click the play button beside the name you would like to hear.

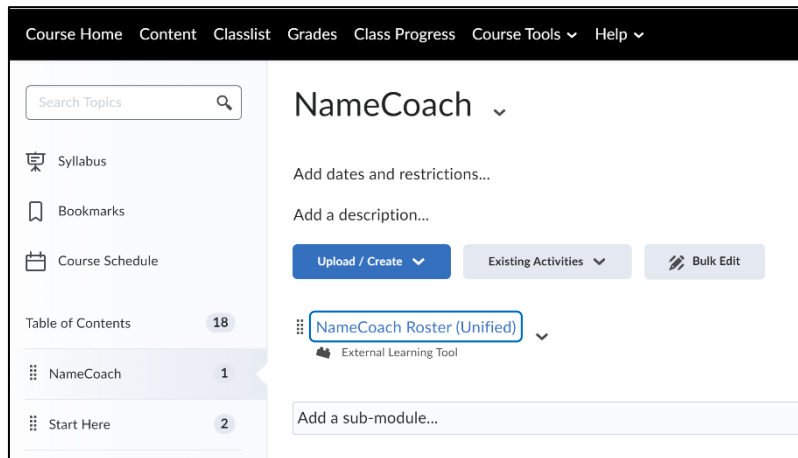


- If needed, you can request that a student rerecord by clicking the email icon to the right.

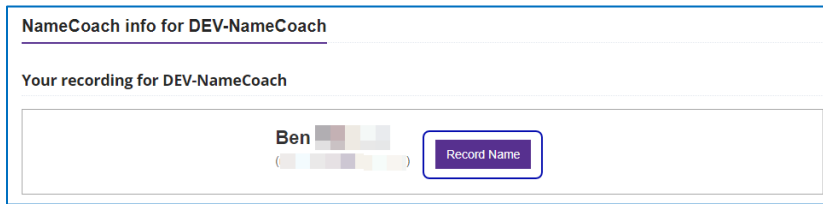


## Recording Your Name

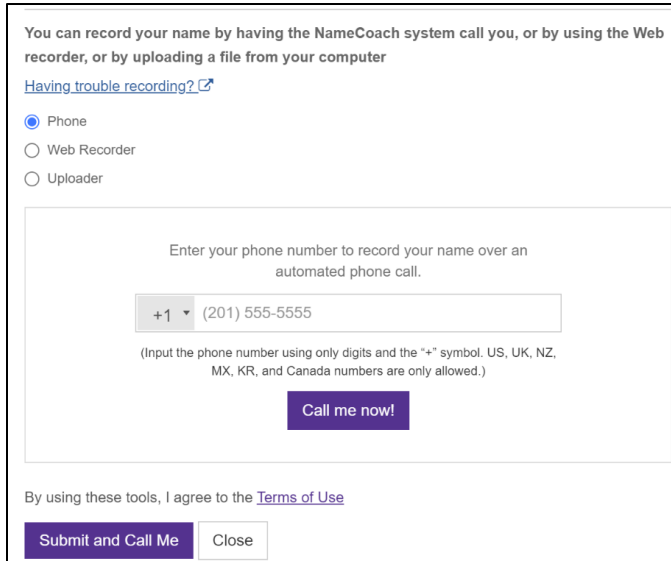
- To record your name in NameCoach, click the **NameCoach Roster (Unified)** link.



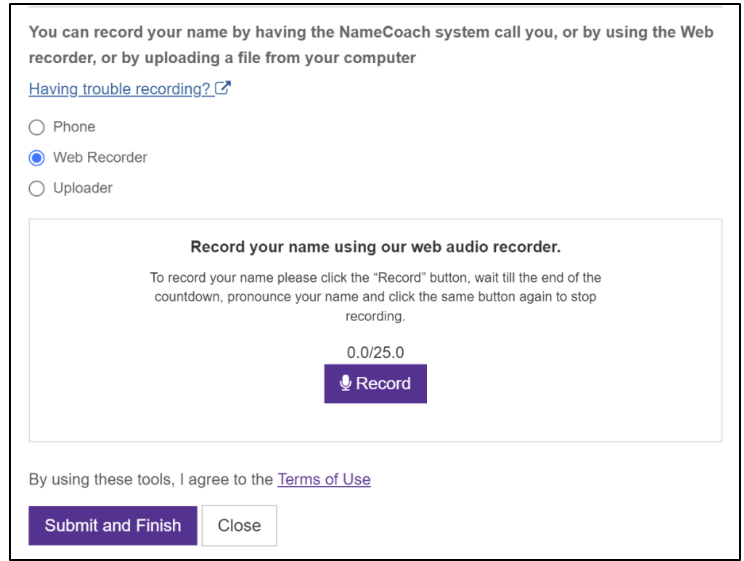
- Click the **Record Name** button.



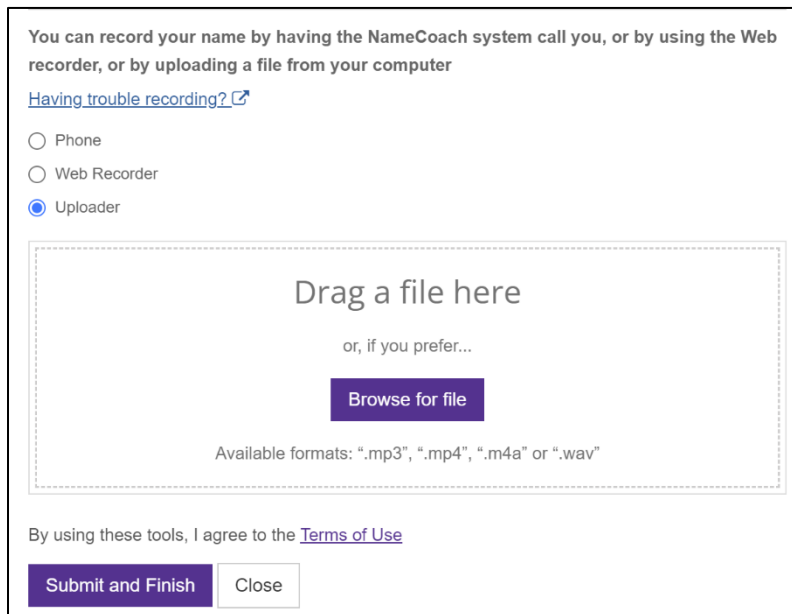
- There are three ways you can record your own name: Utilizing a **mobile device**, recording audio using your **computer's microphone**, or uploading a **file**. Select a recording option, review the recording when it has finished playing, and then click **Submit and Finish**.



Recording via phone



Recording via web recorder



Uploading a file

## Contacting NameCoach

NameCoach provides technical support from 9:00 AM to 5:00 PM M-F Pacific time (GMT+7). Support can be reached by emailing [support@name-coach.com](mailto:support@name-coach.com) or calling +1 (650) 772-6455.