

# NameCoach Roster For Blackboard

NameCoach is a tool within the Blackboard learning management system that is available to help students and instructors with the proper and preferred pronunciation of names. All NameCoach pronunciations are initiated by an individual instructor or student through a self-recorded name pronunciation.

Directions:

The directions below outline usage of the Name Coach Roster functionality which allows users to hear the proper or preferred pronunciation of instructor and classmate names.

1. Log into Blackboard and navigate to your desired course.
2. In the left rail of the course click the "Tools" link.
3. From the tools page, scroll until you see the link titled "Name Coach Roster" and click it.
4. You are presented with a window displaying two tabs, the first tab shows all names that have a recorded pronunciation for the class, the second tab shows all names for the class that do not have a recorded pronunciation.

## Recordings for Rock On The Moon

Recorded Names		Unrecorded Names	
3 people have recorded their name			Search
Show entries per page 10			
Name/email	Last Name	Name Pronunciation	Invited At
Nick Arttime (nartime@email.wm.edu)		 Nick Arttime	Invited At: 01.07.2019 Recorded At: 01.09.2019
Corinne Picataggi (cmpica@wm.edu)		 Corinne Picataggi	Invited At: 12.11.2018 Recorded At: 12.13.2018
Jason Pully (jwpully@wm.edu)		 Jason Pully	Invited At: 12.11.2018 Recorded At: 01.02.2019
Show entries per page 10			

5. If you are unsure of a class members name pronunciation, click the "play"  button in the center column next to their name to play the audio recording with their proper or preferred pronunciation.
  - a. If the voice recording is unclear, click the envelope  button to request the class member re-record their name. All emails can be edited and reviewed prior to clicking the "Send Reminder" button.
  - b. If you would like to review any email that you have sent, click the outbox  icon.

6. If you are unsure of a class members name pronunciation and they have not recorded their name, navigate to the "Unrecorded Names" tab. Once in the "Unrecorded Names" tab, find the class member you would like to request a name recording for and click the envelope  button to request the class member record their name.

## Recordings for Rock On The Moon

Recorded Names		Unrecorded Names	
10 people registered on this site have not yet recorded their name		<input type="text"/>	<a href="#">Search</a> <a href="#">Remind All</a>
Show entries per page 10			
Name/email	Last Name	Name Pronunciation	Actions
Kathryn Baldwin (kmbaldwin@wm.edu)		 Kathryn Baldwin	 
Robert Brest (rmbrest@wm.edu)		 Robert Brest	 
Courtney Carpenter (cmcarp@wm.edu)		 Courtney Carpenter	 
Catherine Freiling (cafreiling@wm.edu)		 Catherine Freiling	 
Wandalyn Glover (wfglover@wm.edu)		 Wandalyn Glover	 

- a. All emails can be edited and reviewed prior to clicking the envelope  button.
- b. If you would like to review any email that you have sent, click the outbox  icon.

