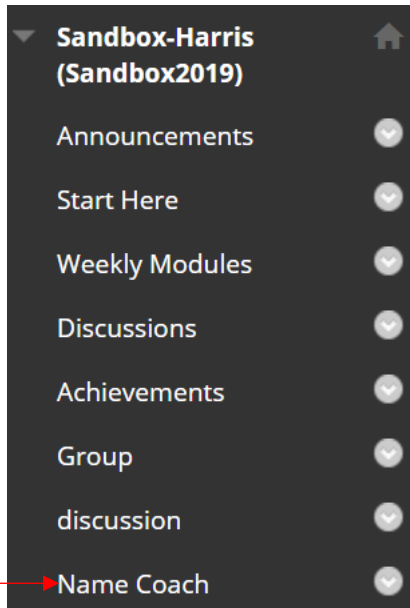


## Record Your Name

1. Open a Chrome or Firefox web browser. (**Note:** Safari will not work for NameCoach recording.)
2. Log into Blackboard.
3. Select your course that has Name Coach.
4. Choose Name Coach.




5. Select the Record Name Button next to your name.

### **NameCoach info for Sandbox-Harris**

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#### **Your recording for Sandbox-Harris**

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	<b>Keedra Harris</b> (ksmit263@tennessee.edu)	<b>Record Name</b> 
--	--	--

6. Choose how to record. Either select "Phone" and enter your phone number, or, select "Web Recorder." Proceed to the next step and follow instructions to record your name. When recording, be sure to speak clearly and audibly into your device.

## Edit Your Recording ✕

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

[Having trouble recording?](#)

- Phone
- Web Recorder

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


+1 ▾ (201) 555-5555

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

7. Listen to the recording by pressing on the "Play" button next to your name. Does your name sound clear and audible? To record it again, click "Edit this recording."

### Your recording for Sandbox-Harris

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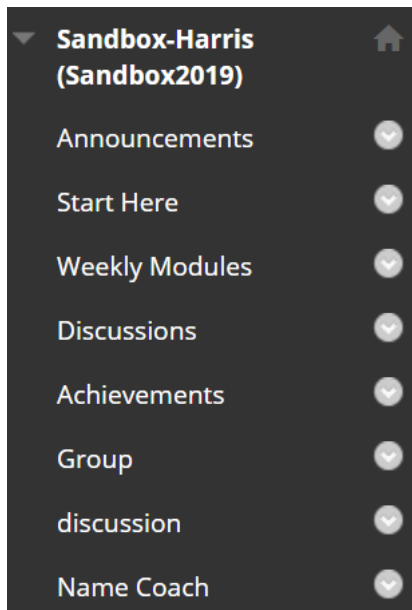


**Keedra Harris**  
(ksmit263@tennessee.edu)

[Edit this recording](#)

## Listen to Available Recordings

1. Log into Blackboard.
2. Select your course that has Name Coach.
3. Choose Name Coach.



4. You will see a list of names of classmates or instructors who have submitted a recording.
5. Click on the "Play" button next to the name to hear its audio recording.

Recordings for Sandbox-Harris

Recorded Names    Unrecorded Names

1 person have recorded their name

Show entries per page 10

Name/email Last Name

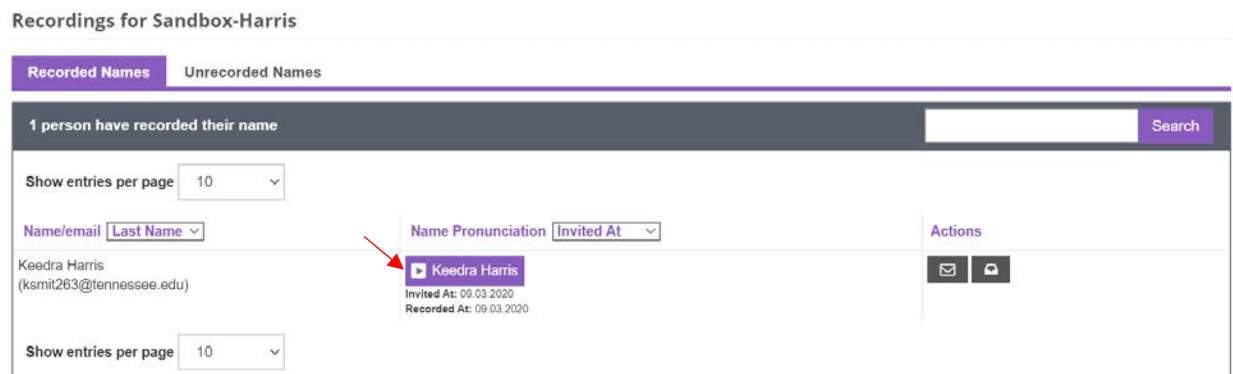
Name Pronunciation Invited At

Keedra Harris  
(ksmit263@tennessee.edu)

Keedra Harris  
Invited At: 09.03.2020  
Recorded At: 09.03.2020

Actions


Show entries per page 10


A screenshot of the Blackboard interface showing the "Recordings for Sandbox-Harris" page. The page has two tabs: "Recorded Names" (selected) and "Unrecorded Names". Below the tabs, a dark header bar says "1 person have recorded their name" and includes a search box. The main content area shows a table with one entry for Keedra Harris. The table has columns for "Name/email", "Name Pronunciation", and "Invited At". The entry for Keedra Harris shows her name and email, a play button icon, and the dates "Invited At: 09.03.2020" and "Recorded At: 09.03.2020". There are also "Show entries per page" dropdowns set to 10 and an "Actions" column with icons for email and a lock.

## Send a Recording Reminder to Students







Instructors can send an email to students who have not yet voice-recorded their names, by clicking on the "Unrecorded Names" tab and then clicking "Remind All," or on the envelope icon to send to an individual student.

Recordings for Sandbox-Harris

Recorded Names   **Unrecorded Names** 

2 people registered on this site have not yet recorded their name  Search **Remind All** 

Show entries per page 10

Name/email <input type="text" value="Last Name"/>	Name Pronunciation	Actions
Devin Scott (dscott50@tennessee.edu)	 Devin Scott	 
Orli Weisser-Pike (oweisser@tennessee.edu)	 Orli Weisser-Pike	 

Show entries per page 10

If you have any questions, contact the Teaching and Learning Center at [tlc@uthsc.edu](mailto:tlc@uthsc.edu).