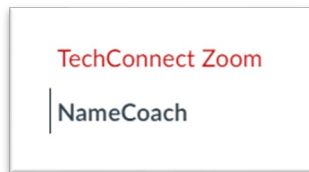


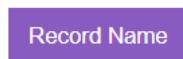
Add your Preferred Gender Pronoun to your NameCoach Profile in Canvas

1. In the left navigation menu within any course in Canvas, click the “NameCoach” tab

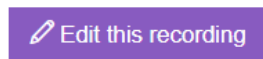


2. New or Existing NameCoach profiles:

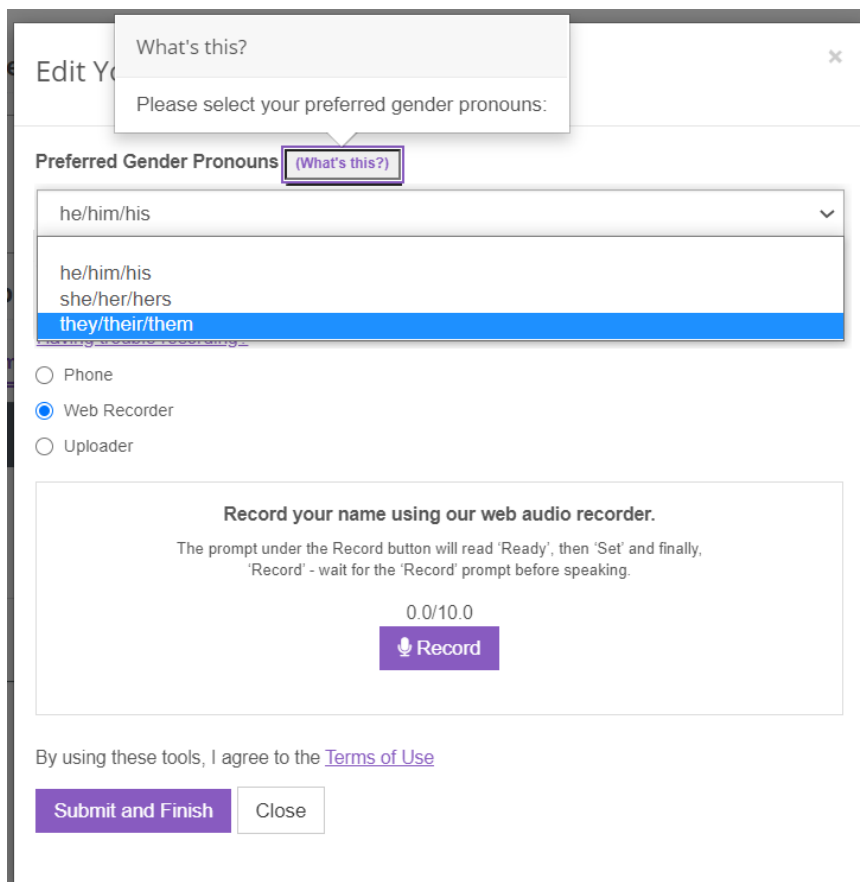
- a. If you have not recorded your name yet, Click “Record Name”



- b. If you have already recorded your name and want to add your pronoun to your profile, click “Edit this recording”



3. In the dropdown menu, choose your Preferred Gender Pronoun

A screenshot of the 'Edit Your Profile' form. At the top, there is a 'What's this?' tooltip with the text 'Please select your preferred gender pronouns:'. Below this is the 'Preferred Gender Pronouns' field, which has a dropdown menu open. The dropdown menu shows three options: 'he/him/his', 'she/her/hers', and 'they/their/them', with 'they/their/them' selected and highlighted in blue. Below the dropdown are three radio button options: 'Phone', 'Web Recorder' (which is selected), and 'Uploader'. At the bottom of the form, there is a section titled 'Record your name using our web audio recorder.' with instructions: 'The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.' Below the instructions is a progress indicator '0.0/10.0' and a purple 'Record' button with a microphone icon. At the very bottom, there is a line of text: 'By using these tools, I agree to the [Terms of Use](#)'. Below this are two buttons: 'Submit and Finish' and 'Close'.

4. **Record** your name (if needed)

5. Click “**Submit and Finish**”