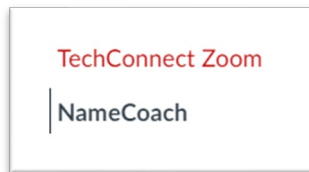


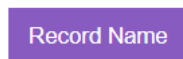
## Add your Preferred Gender Pronoun to your NameCoach Profile in Canvas

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

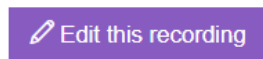


2. New or Existing NameCoach profiles:

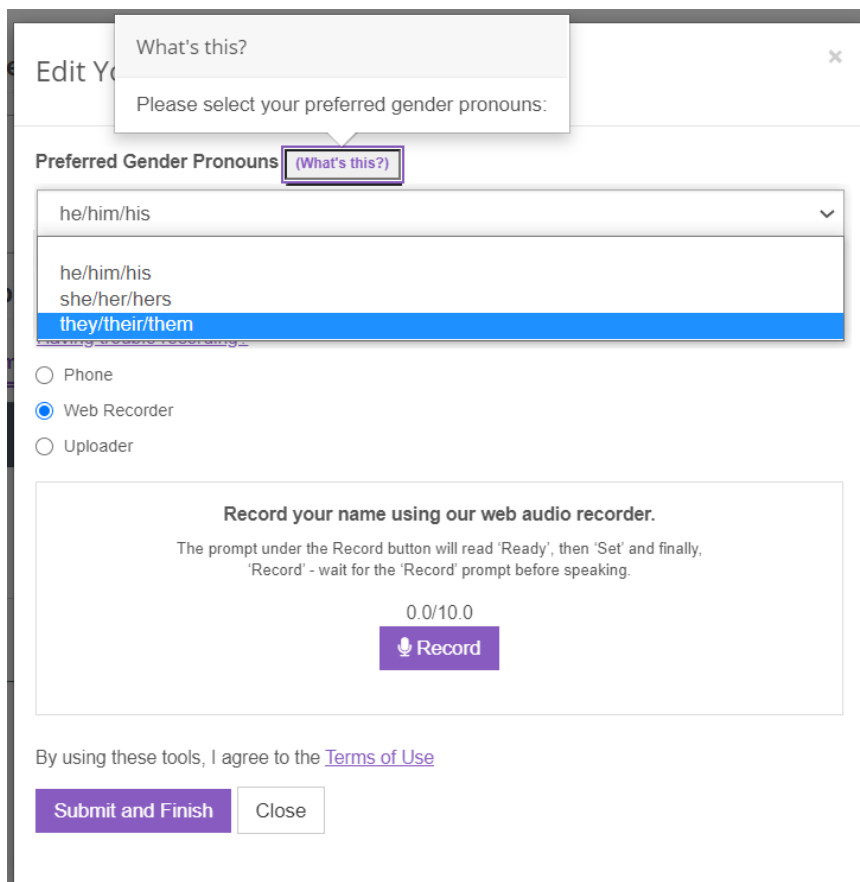
- a. If you have not recorded your name yet, Click “Record Name”



- 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 it is the 'Preferred Gender Pronouns' field, which is a dropdown menu. The dropdown is open, showing three options: 'he/him/his', 'she/her/hers', and 'they/their/them'. The 'they/their/them' option is highlighted in blue. Below the dropdown are three radio buttons: '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 a text prompt: 'The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.' Below this 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**”