



## Create a Namecoach Assignment in Canvas

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Create an assignment that reminds students to record their name using the **Namecoach Assignment External Tool**.

1. Log in to [canvas.brown.edu](https://canvas.brown.edu).
2. Select your course.
3. Select the **Assignments** tool.
4. Click the **+ Assignment** button.
5. Enter a title for the assignment and instructions in the fields provided.
6. Under the options for "Submission Type," select **External Tool** then the **Find** button. A pop-up window will appear.
7. Scroll through the list of options to locate and select **Namecoach Recorder**. Click the **Select** button.
8. Click the **Save and publish** button to make the assignment available to students.

Your students will now see a link to the new assignment due on the date you have specified. Each student will be asked to enter a preferred name, gender pronouns, and a recording either through their browser or over the phone. Each field is optional.

**\*\* Known Issue:** Namecoach Recorder does not work using the Safari browser.

**Note:** At this point, **Namecoach** will not automatically submit a grade when your student records their name. You must make this a graded assignment for the **External Tool** option to appear under "Submission Type." Instructors and Graduate TAs will have to enter grades manually using the **Grades** tool. Additionally, enable the *"Do not count this assignment towards the final grade"* option to exclude the assignment from the **Grades** tool.