Listen to Name Pronunciations

Introduction

Students can record their names in SIS to help others with correct pronunciation. If a student has recorded their name pronunciation, it is available to faculty and staff in SIS and Canvas.

In SIS name recordings can be found in these places:

- Class Roster (step 1)
- Advisee Roster (step 4)
- Departmental Admin Center (step 6)
- Student Services Center (step 9)

Class Roster

1. Log in to SIS with your CWRU ID and associated passphrase. From the Faculty Home page, select the My Schedule & Rosters tile.

   The My Schedule screen appears with your schedule for the term including class rosters.

2. Choose a class and click the Class Roster Icon. The Class Roster appears.

3. The Hear Name column will show an audio icon if the student has recorded their name. Click the icon to hear the recording.

   Note: If there is no recording, it will be blank.

Advisee Roster

4. Log in to SIS with your CWRU ID and associated passphrase. From the Faculty Home page, select the Advising tile.

   The My Advisees screen appears with your Advisee roster.

5. The Hear Name column will show an audio icon if the student has recorded their name. Click the icon to hear the recording.

   Note: If there is no recording, it will be blank.
Departmental Admin Center

6. **Log in to SIS** with your CWRU ID and associated passphrase. From the Faculty Home page, select the Departmental Admin Center tile.

7. Select a **Plan** or multiple plans and click **View Students**.
   
The DAC Roster appears.

8. The **Hear Name** column will show an **audio icon** if the student has recorded their name. Click the icon to hear the recording.
   
   **Note:** If there is no recording, it will be blank.

Student Services Center

9. **Log in to SIS** with your CWRU ID and associated passphrase. From the Faculty Home page, select the Student Services Center tile.

10. The search screen appears. Search for a student using the filters on this screen.

11. If the student has recorded their name, an **audio icon** will appear in the top left corner next to the student's name. Click the icon to hear the recording.
   
   **Note:** If there is no recording, there will not be an icon.