

# 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.