8QLYHUVLW\ 5HJLVWUDU

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 FaFXOWy +RPH SaJH, select the

0y 6FKHGXOH & 5RVWHUV tile.

The 0y 6FKHGXOH screen appears with your schedule for the term including class rosters.

2. Choose a class and click the &OaVV 5RVWHU ,FRQ. The Class Roster appears.

3. The +HaU 1aPH column will show an aXGLR LFRQ if the student has recorded their name. Click the icon

to hear the recording.

1RWH: 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 FaFXOWy +RPH SaJH, select the

AGYLVLQJ tile.

The 0y AGYLVHHV screen appears with your Advisee roster.

5. The +HaU 1aPH column will show an aXGLR LFRQ if the student has recorded their name. Click the icon

to hear the recording.

1RWH: If there is no recording, it will be blank.

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Departmental Admin Center

6. Log in to SIS with your CWRU ID and associated passphrase. From the FaFXOWy +RPH SaJH, select the

'HSaUWPHQWaO AGPLQ &HQWHU tile.

7. Select a POaQ or multiple plans and click VLHZ 6WXGHQWV.

The DAC Roster appears.

8. The +HaU 1aPH column will show an aXGLR LFRQ if the student has recorded their name. Click the icon

to hear the recording.

1RWH: 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 FaFXOWy +RPH SaJH, select the

6WXGHQW 6HUYLFHV &HQWHU 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 aXGLR LFRQ will appear in the top left corner next to the

student's name. Click the icon to hear the recording.

1RWH: If there is no recording, there will not be an icon.

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