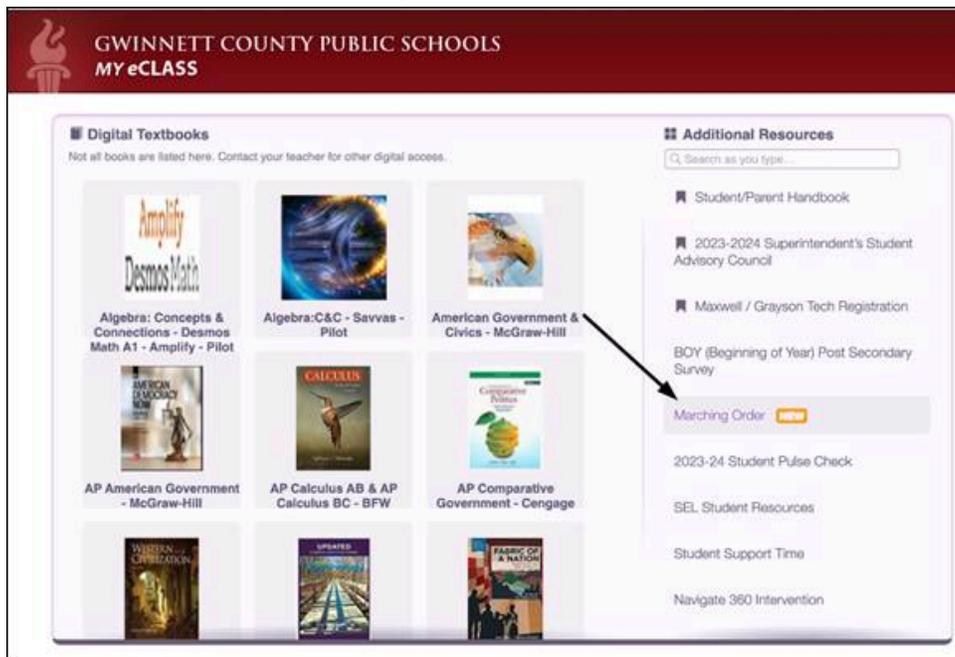


Marching Orders Tutorial

We are using MarchingOrders to capture a recording of each graduate's name to be recorded by a professional voice artist. The purpose of this platform is to allow students to upload a recording of their name and have their name pronounced properly at the graduation ceremony. Each graduation candidate needs to follow the instructions below to help ensure their name is pronounced correctly at the graduation ceremony. Students who DO NOT record a name by the deadline will not have the opportunity to record.

Step 1: Launch the MarchingOrder platform from the student portal. The link will appear under the "Additional Resources" section of the portal.



Step 2: You will be automatically logged into the platform, you should see the button labeled "Record Your Name." Click Record Your Name to launch the form.



Logout

Graduate Home



Lanier - Spring 2024

Friday May 24, 2024 at 7:30 PM

Gas South Arena

[Record Your Name](#)

[Need Help?](#)

Step 3: Type the phonetic spelling of your full name in the box.

***Note: If you see curly brackets “{ }” around your name or part of your name, Marching Orders does not recognize how to pronounce your name correctly and requires your recording.**

Graduate Information

Student Name

How do you pronounce your name? *

For example:

- Raul Gonzalez: rah-OOL gon-SAH-les
- Ngoc Nguyen: nahk nuh-WEN
- Andrea Weinstein: An-DRE-uh Wine-Steen

Notice how these examples provide the name reader with spellings on how to exactly pronounce your name properly.

Step 4: Choose an option to record your name. You can record your name using your microphone or receive a phone call that will record your name pronunciation.

Record Your Name

Q: Why might this be important?
A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciation.

Note: This recording will be used as a reference, and will NOT be played during the ceremony.

How would you like to record your name?

- Receive an automated phone call now that will record your name pronunciation
- Record now using your microphone

If you choose to record your name using your microphone, the screen will look like this:

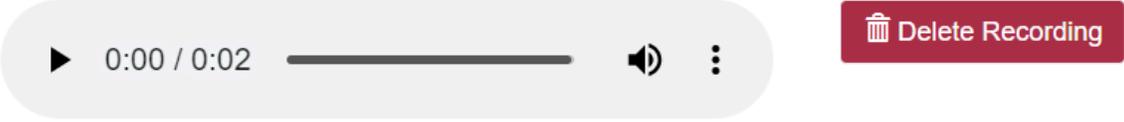
Record now using your microphone

Instructions

1. Your browser may request access to your microphone. Allow the connection.
2. If you are using an iOS device such as an iPhone, you will need to change a Setting to enable microphone access: Settings->Safari->Camera & Microphone Access->On
3. Press the [Start Recording](#) button to begin your recording.
4. Say your FULL name clearly, at a normal conversation speed
5. Then repeat your FULL name slowly, emphasizing any special pronunciations
6. Press the [Stop Recording](#) button. Recordings automatically stop after 15 seconds

Make sure you follow the directions for recording your name once at normal conversational speed and once slowly emphasizing any specialties.

Is the recording audible and clear?



Submit

Listen to the recording to ensure it is clear and audible. If so, please click the submit button. If not, you can delete the recording and rerecord.

If you choose to receive a phone call, the screen will look like this:

Step 1: Enter your phone number below:

Country Telephone Code: United States (+1) Telephone number:

Example formats:

- 800-555-1212
- 8005551212
- (800) 555-1212
- 800 555 1212

After submitting your telephone number, you will receive a call within three minutes with further instructions.

Step 2: Recording your voice

Tips: After you pick up the call, you will hear a message with these instructions:

1. After you hear the tone, say your FULL name **two** times
2. First, say your FULL name **clearly**, at a normal conversation speed
3. Then **repeat your FULL name slowly, emphasizing any special pronunciations**
4. After you finish, hit pound (#)
5. You will hear your recording
6. Press 1 to accept your recording OR Press 2 to record again
7. Wait until you hear "Thank you", then hang up
8. **Don't forget to press the "Submit" button below. If you do not hit submit, your recording may not be saved.**

Follow each of the instructions after you pick up the phone, ensuring you say your full name two times. When you have completed all of the steps, be sure to click submit.



Step 5: Make sure you click the submit button or I will not receive your recording.

Frequently Asked Questions:

Q: Do I have to record my name?

A: Every student is not required to record their name but is **highly encouraged** to submit the recording to ensure the voice artist properly pronounces the graduate's name. If a student chooses not to record their name, the voice artist will pronounce the name as best as phonetically possible.

Q: I used the phone call feature to record my name but didn't see the recording, did it submit?

A: After students have recorded their name with the phone call, heard the recording, and accepted it, they **MUST** hit the submit button on the form after hanging up or it will show they have not completed the task.

Q: I have curly brackets in my name, what do I need to do?

A: If you have curly brackets around your name, Marching Orders is not sure how to properly pronounce your name. You need to remove the curly brackets and replace them with the phonetic spelling of your name, and you are **REQUIRED** to record your name.

Q: I already submitted my recording but want to make a change. What do I need to do?

A: You can log back into the Marching Orders system and re-record or make the changes and re-submit the form. We will use the most recent version of a submission to validate the graduate's name.