

Charms Assessments

- Go to: www.charmsoffice.com
- Enter/Login for Parents/Students/Members
- Enter School Code: mrhsorch
- Enter Password: School ID Letter and Number
- Change Password to something other than School ID for future use
- Click on Assignments
- To Record: Click Red Button

-Wait to record until the timer begins

- To Stop Recording: Click Red Button Again

Charms Recording Options and Capabilities

Metronome

Practice with multiple takes

*Listen to recording carefully before submitting to make sure that your performance is recorded in its entirety and is the correct take that you want to submit. Check volume levels so that the sound is not distorted but clear.

Charms Recording Studio App USER GUIDE For Mobile Devices – As a Parent/Student/Member

The Charms Mobile Application can be downloaded and installed from either the iTunes store (for iDevices), or the Google Play store (for Android). In both situations, the App is called *Charms Parent/Student Portal*, and is **FREE**. This gives students and parents the opportunity to not only use the recording studio, but also the calendar, see finances and documents, and update student information on a mobile device, similarly to what you can do through a regular PC/Mac/iPad on the parent/student side of Charms.

Once this app is downloaded and installed, you will enter the same Schoolcode and Password/Student ID for Charms access as you would to access your Charms account on a PC or Mac.

The mobile version of the recording studio works pretty much just like the PC/Mac version, regarding the buttons, assignments, accompaniments, and uploading of recordings – except that it gives you a 5-second countdown before the recording starts, so you can put the phone down. Please read the User Guide for PC/Mac, for detailed notes on using the Recording Studio buttons and features. That's all there is to it – EXCEPT:

If using iPads or iPhones with IOS 7

A) Students will have to do the following to get the recording studio to work:

1. Go to Settings
2. Safari
3. Cookies
4. Turn on “Only from 3rd party”

B) You will need to turn on the microphone to record:

1. Go to Settings
2. Privacy
3. Microphone
4. Turn the toggle switch to “ON” for the Charms app

C) You will need to switch “AUTO-LOCK” to OFF, to prevent the device from going to sleep during your session

Note that setting recording volume levels can be a bit tricky with a mobile device – you may have to experiment a bit with it to get a satisfactory recording, especially when playing along with an accompaniment.