

Recording/Uploading Recordings to Charms

How to access the Charms recording studio

- Go to www.charmsoffice.com. Under ENTER/LOGIN, choose Parents/Students/Members.
- The school code is “bainesmsband” without the quotation marks. Press enter.
- Your student area password is your six-digit lunch code. If this does not work, try adding a zero to the front of your number. Press enter.
- Once inside, click on “Recording Studio” down in the bottom left corner.
- On this page, you have the option of recording your own audio file straight through Charms or uploading an existing mp3.
- Please save the file in the following format: *“first initial last name Month Day”*
For example: JFillmanOct10

Troubleshooting

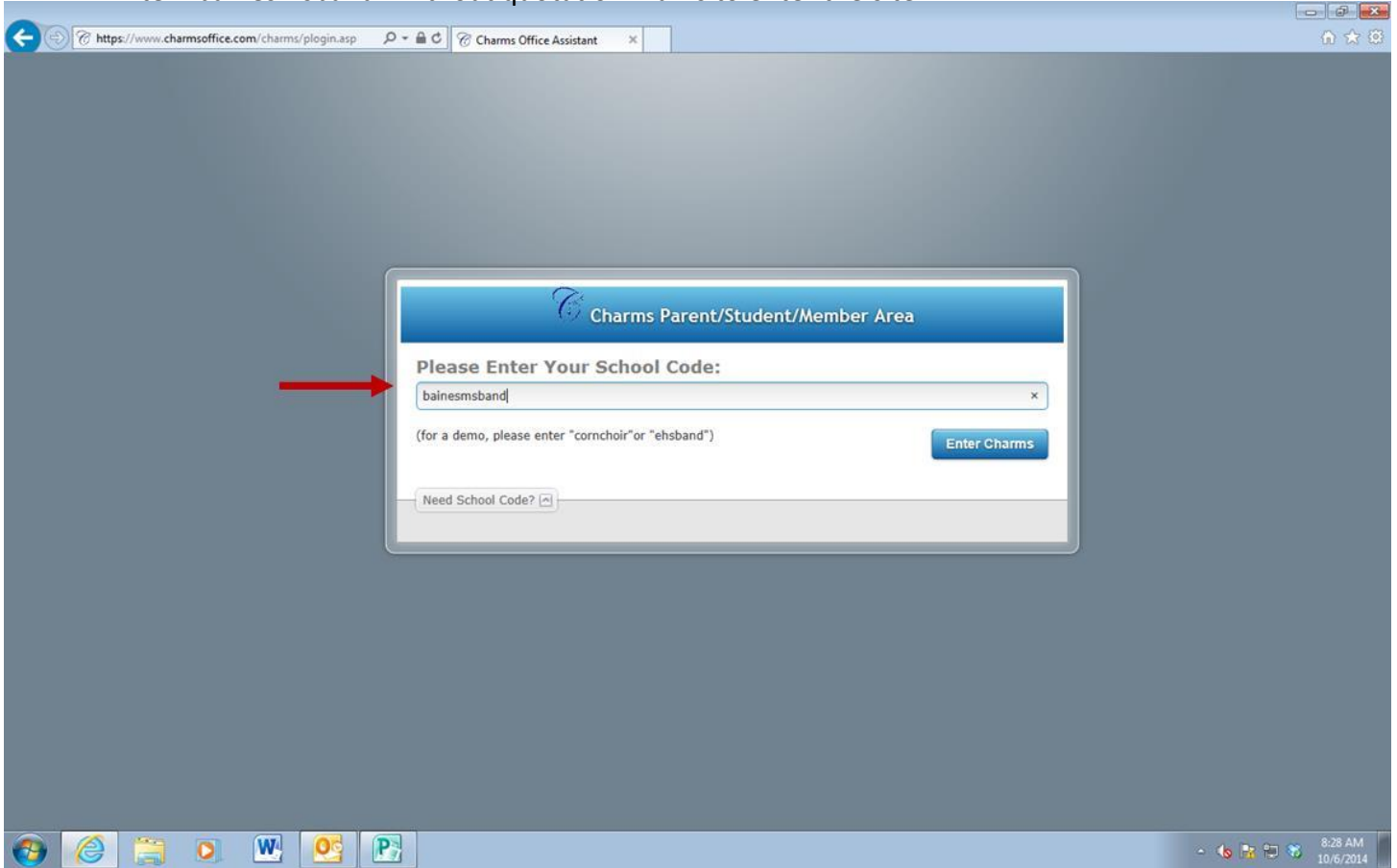
- You will not be able to record through Charms unless you have recording capabilities on your computer. Most laptops and computers now are made with microphones built in. If you are working with an older computer, you may not have microphone capabilities.
- If you cannot get the recording studio in Charms to work, you may need to install Java. Instructions will appear on screen if this is needed.
- If the installation does not work, record yourself using your phone, computer, or other device, save it as an mp3 naming the file using the format above and upload it to Charms that way.
- If you do not have a computer, schedule a time to come in and play in person.

Instructions with Screen Shots:

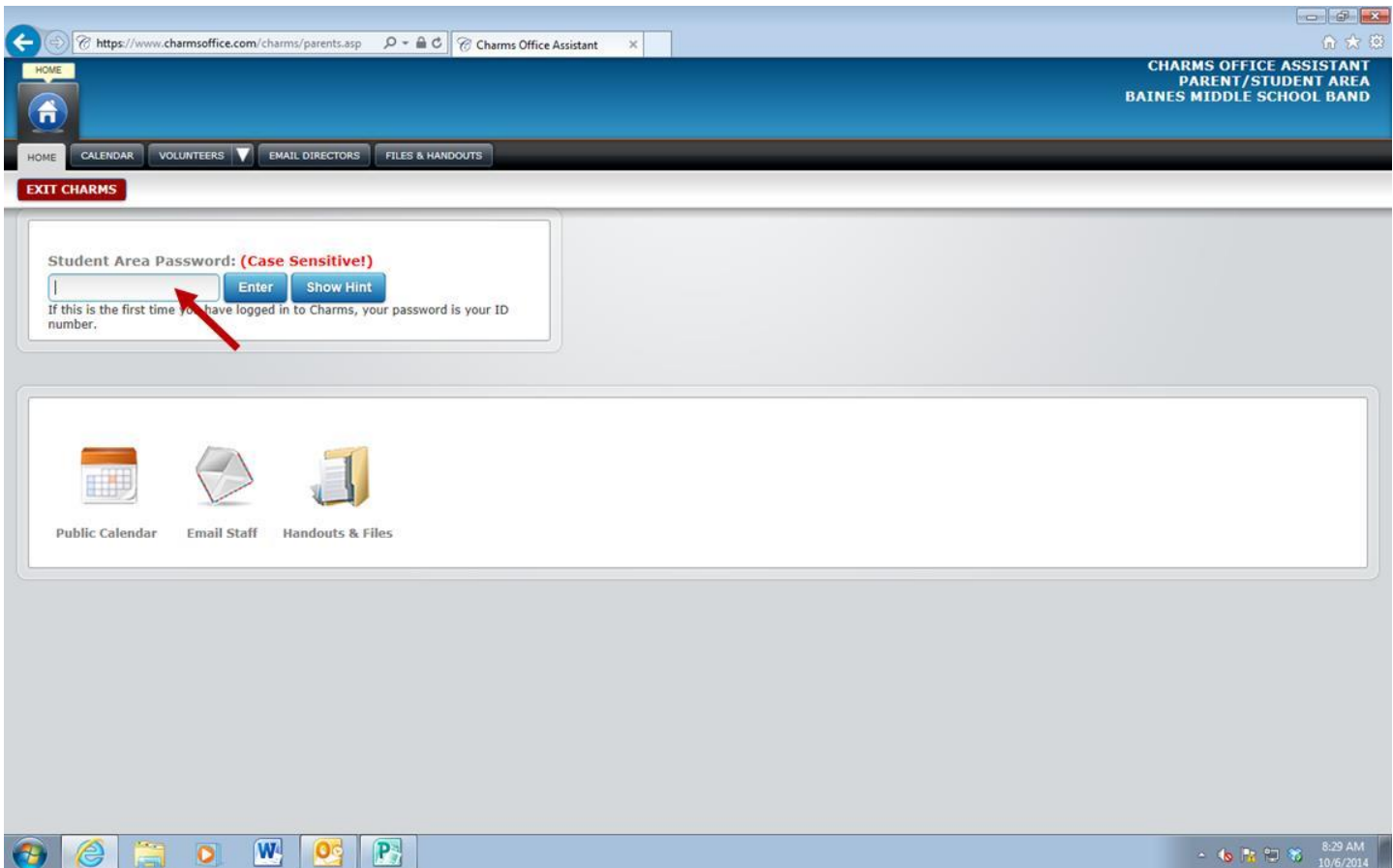
1. Get on the Charms website and log-on as a Parent/Student/Member: www.charmsoffice.com

The screenshot shows the Charms Office Assistant website. The browser address bar displays <https://www.charmsoffice.com/>. The website has a blue header with the Charms Office Assistant logo and a navigation menu including Home, Contact Us, About Charms, Get Trial, Features, Demo, and ENTER/LOGIN. A dropdown menu is open under ENTER/LOGIN, showing Teachers/Helpers and Parents/Students/Members, with a red arrow pointing to the latter. Below the header is a large image of the Kenmore East HS Select Choir performing at the Kennedy Center, with the text "KENMORE EAST HS SELECT CHOIR Performing at the Kennedy Center Jill Neuhaus, director". The main content area is divided into three columns: Charms News, Our Members, and Testimonials. The Charms News section includes a notice about a power outage and a welcome message to a new space. The Our Members section includes a congratulatory message for the National Band Association and a request for social media ideas. The Testimonials section includes a message from Choir Boosters at Osborn High School - Virginia. The browser's taskbar at the bottom shows various application icons and the system clock indicating 8:26 AM on 10/6/2014.

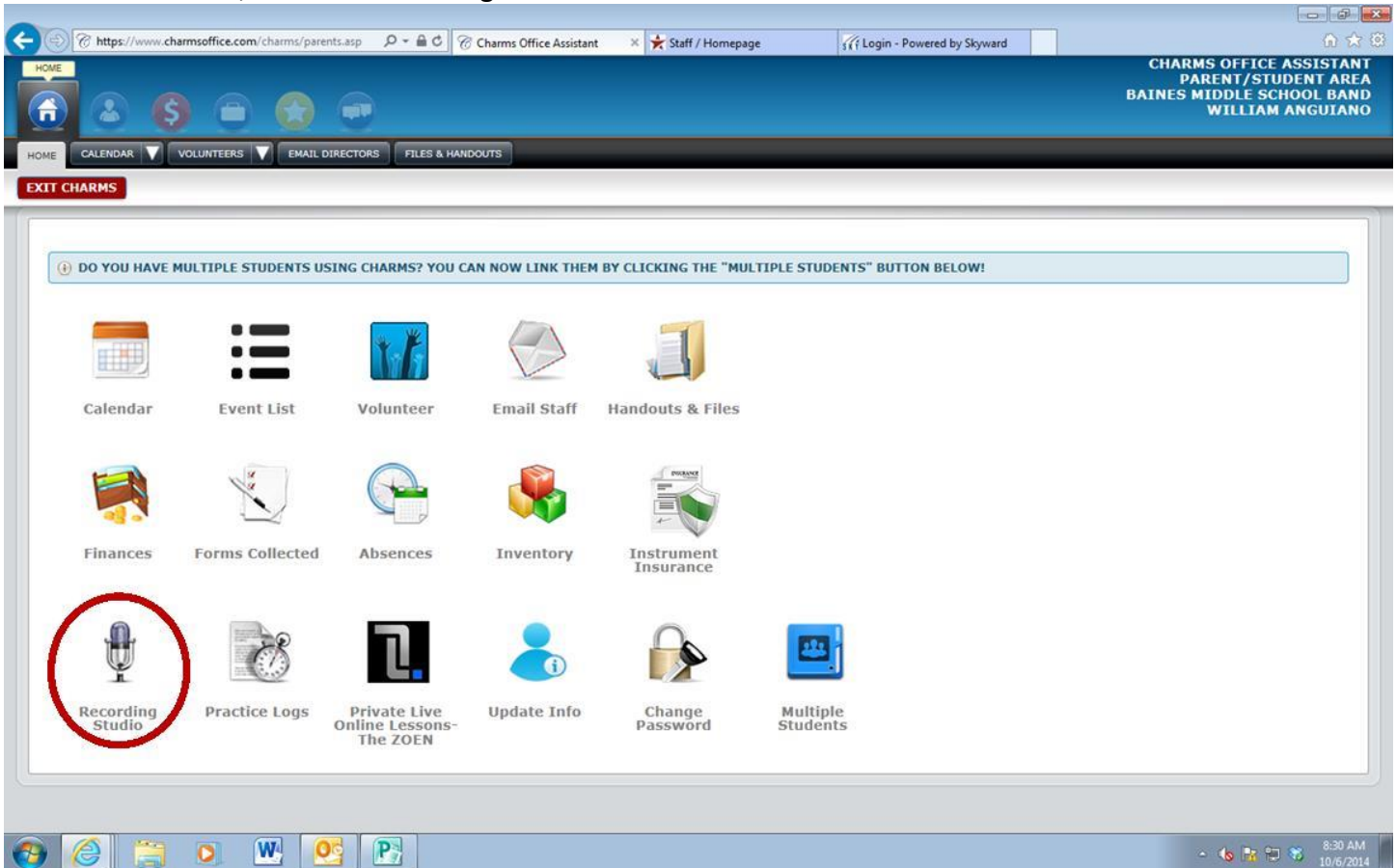
2. Enter "bainesmsband" without quotation marks to enter the site.



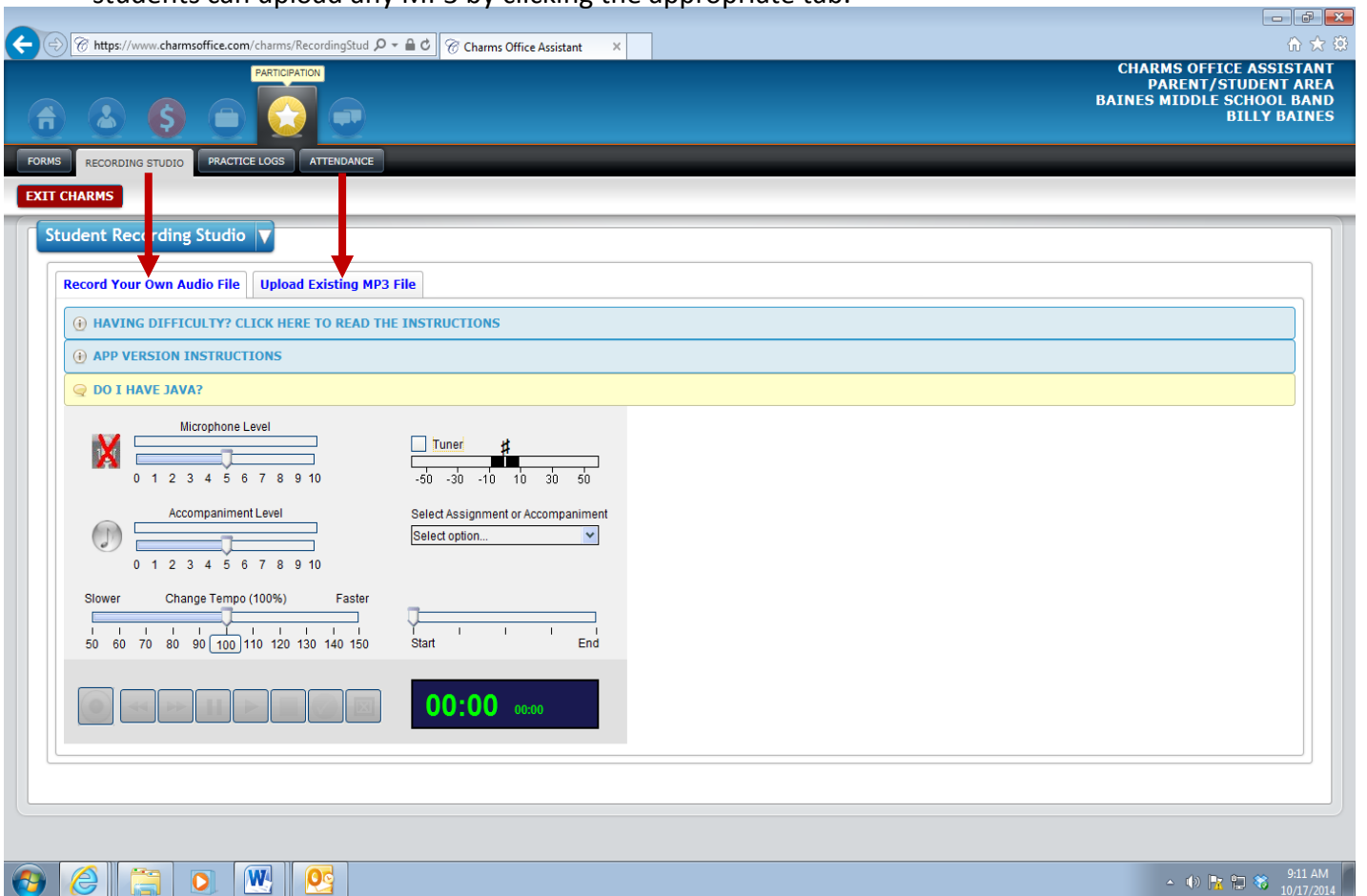
3. Enter your student's lunch code and press "Enter." If the code does not work, try adding a zero to the beginning.



4. Once inside, click on "Recording Studio"



5. Students can either record directly through Charms (must have updated Java and a microphone) or students can upload any MP3 by clicking the appropriate tab.



6. How to use the Recording Studio

- If a microphone is not connected to your computer, the microphone icon will have a red 'X' over it as pictured above. You must have a microphone connection to work through the Charms Recording Studio.
- If the microphone connection is good there will be a 'Record' button where the red arrow is pointing. The 'Pause,' 'Stop,' 'Play,' and other like buttons will be here as well.
- There are no assignments or accompaniments listed here so you can ignore this for now.

The screenshot shows the 'Student Recording Studio' interface within the Charms Office Assistant application. The interface includes a navigation bar at the top with 'FORMS', 'RECORDING STUDIO', 'PRACTICE LOGS', and 'ATTENDANCE' tabs. Below this is a 'PARTICIPATION' section with a star icon and a 'PARENT/STUDENT AREA' for 'BAINES MIDDLE SCHOOL BAND' by 'BILLY BAINES'. The main content area is titled 'Student Recording Studio' and contains two buttons: 'Record Your Own Audio File' and 'Upload Existing MP3 File'. A yellow banner reads 'HAVING DIFFICULTY? CLICK HERE TO READ THE INSTRUCTIONS'. Below this is a section for 'APP VERSION INSTRUCTIONS' with a link 'DO I HAVE JAVA?'. The recording controls include: a 'Microphone Level' slider with a red 'X' over the microphone icon (annotated with a red circle and the number 1); a 'Tuner' slider (annotated with a red circle and the number 3); an 'Accompaniment Level' slider; a 'Change Tempo (100%)' slider with 'Slower' and 'Faster' labels (annotated with a red circle and the number 2); a 'Start' and 'End' range selector; a 'Record' button (annotated with a red circle and a red arrow); and a digital display showing '00:00'. A dropdown menu labeled 'Select Assignment or Accompaniment' with 'Select option...' is also visible. The Windows taskbar at the bottom shows the time as 9:24 AM on 10/17/2014.