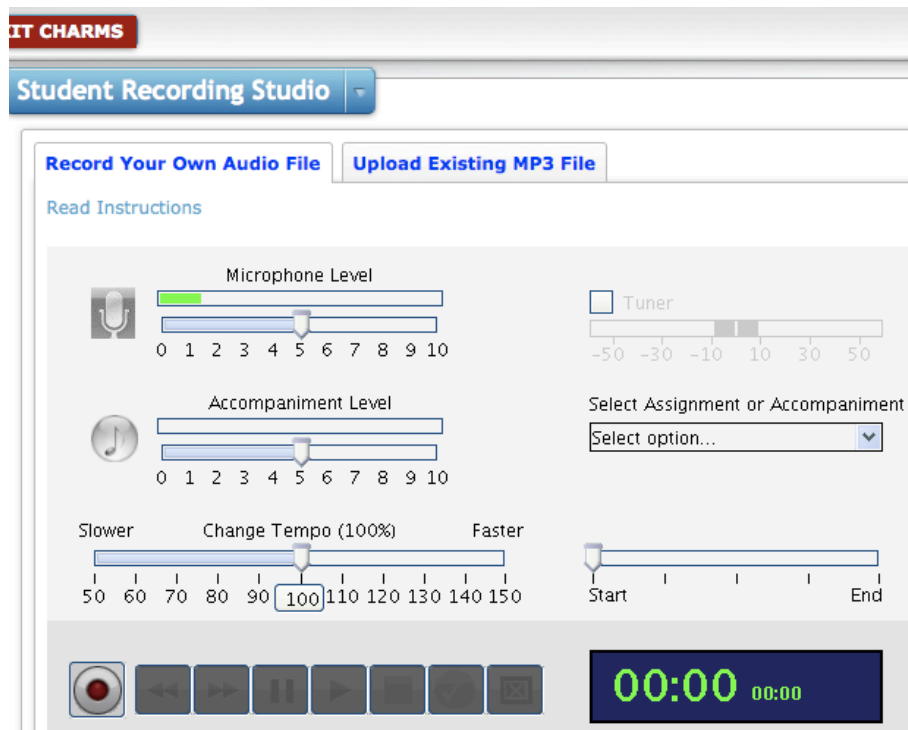


To submit a recording via Charms:

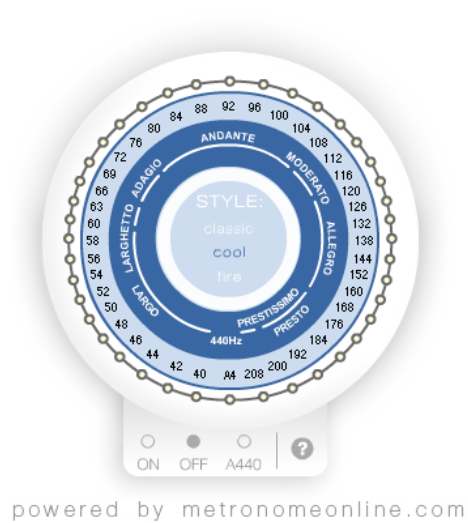
1. go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. In the upper right had corner click “enter”
3. In the “parents/students/members” section type our school code **“caledoniaband”** and click “enter student/parent area”
  - i. You are now in the public area and can see Calendar, handouts, and news.
4. Type in your student area password which is your student I.D. Number and Click “enter”
5. A screen with many options should show up. At the bottom click “recording studio”
6. This screen will show up



Make sure your microphone is on (most computers have one, you can tell if it is working by looking at the microphone level selector. If it shows green when you talk it is picking you up and you can record)

7. On the Right side of the screen under “select Assignment Choose “Don’t Know Why”

8. Click the blue “student Recording studio” near the top of the screen and select “metronome”
9. Set the Metronome to 88 (or any tempo if you want to practice slowly first) and click “ON” It will play in the background while you record.



10. when ready click the red record button count yourself off and play the selection for your test. When done hit the stop button. (fig. 6)
11. You can listen to your recording by hitting the Play Button.
10. If you want to try recording again click the “X” button to delete your recording.
11. When you are satisfied with your recording hit the “checkmark button” and your file will be uploaded to Mr. Wellfare for grading.

The screen will say “uploaded Don’t know why.mp3

12. You may now exit charms by clicking the red “exit charms” button in the upper left hand corner of your screen.
13. A list of submitted recordings will appear at the bottom of the screen. \*Note: There is a delete button here. You may delete a submitted recording, and try again if you accidently submitted a recording you did not want me to hear.