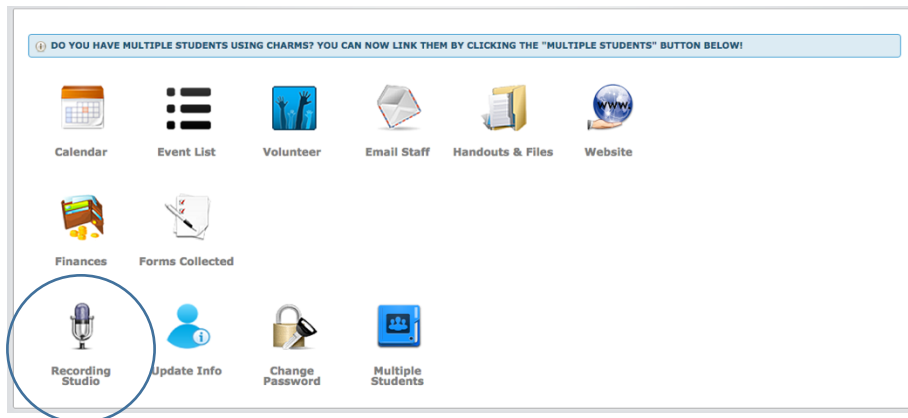


# Seven Lakes Junior High Orchestras

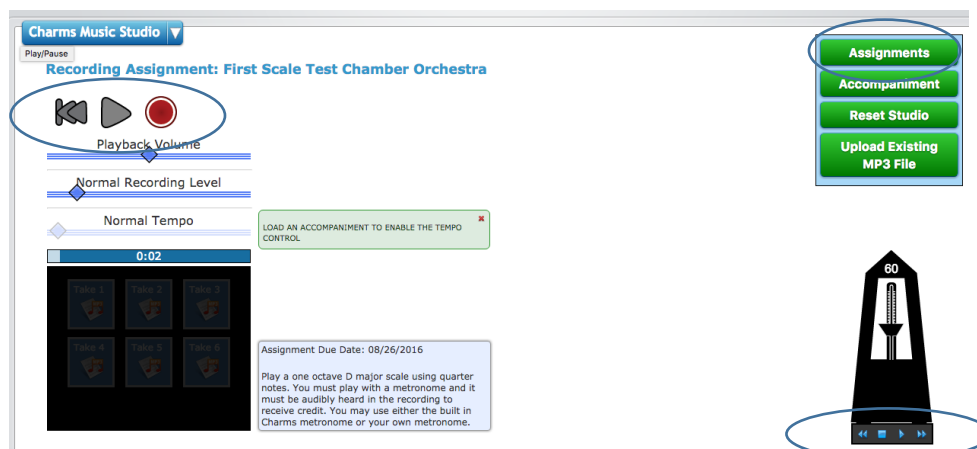
## How to record a playing test in Charms on your computer

*Note: Please do not use Internet Explorer when using Charms, this will cause issues when using a microphone on your web browser. Chrome, Safari, or Firefox work best when using Charms.*

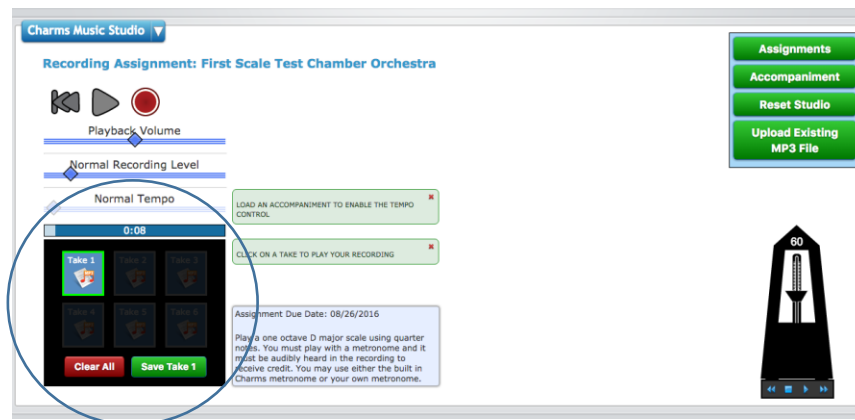
1. Log into Charms. At the bottom of the home page, click the button labeled "Recording Studio". If asked to allow charmsoffice.com permission to access the microphone, click allow.



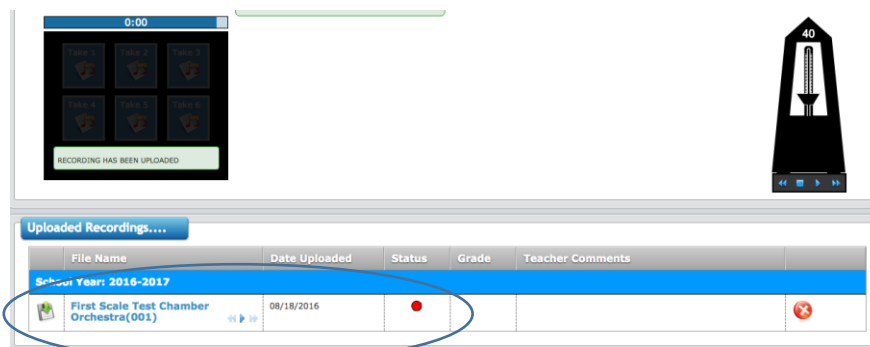
2. At the top right, click the green button labeled "Assignments". Select the assignment you would like to record for, and this will take you back to the recording page.
3. To use the metronome, go to the icon in the bottom right corner with playback buttons. To adjust the metronome tempo to the correct number, use the << and >> buttons. Click the play button to start the metronome and the stop button to stop the metronome.
4. To record the assignment, click on the red circle. The screen will say "Get Ready", and once the timer starts counting, you can begin playing for the recording. When you are finished playing, click the red square and recording will stop. Don't worry, your recording will not be submitted right away!



- From here, you will see an icon labeled "Take 1". You can listen to the recording you just made by clicking the Take 1 icon, or delete it by clicking the red X in the icon. If you didn't like that recording, don't worry! You can make another one by simply clicking the red record button again. Don't forget to have the metronome running if required for the assignment. You can have a maximum of 6 takes recorded before you have to delete some to make room.



- Once you are satisfied with your recording and are ready to submit, click the green button "Save Take #". *Be sure you have selected the right recording that you want to submit for a grade!* Listen to what you are about to submit to double check that it is the best one.
- Your uploaded recording will now appear at the bottom of the page, and should have a red circle in the row. This indicates the teacher has not listened to it yet – once they do, the circle will turn green with a check mark. The grade you receive for the assignment and any comments the teacher gives you will also be seen here. There is also a red X at the end of the row – if you accidentally submit a take you're not happy with, this will delete the file. Just don't forget to upload another take so that you can receive a grade!

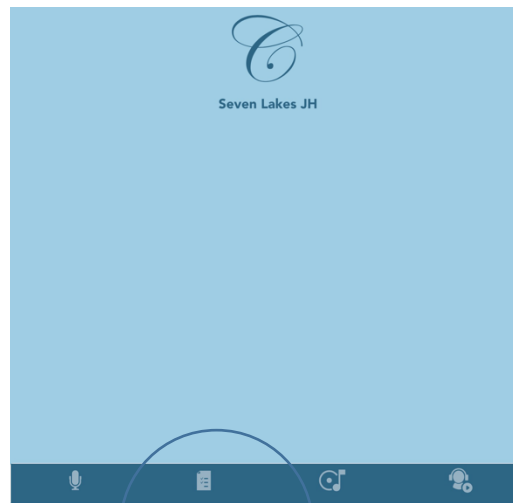
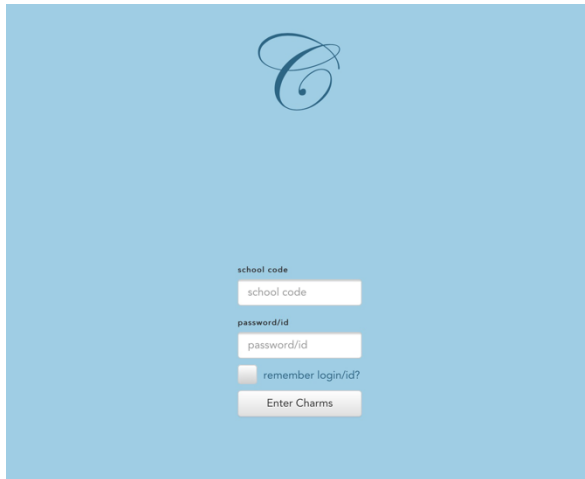


- To go back and view your assignment, simply return to the recording studio page.

## Seven Lakes Junior High Orchestras

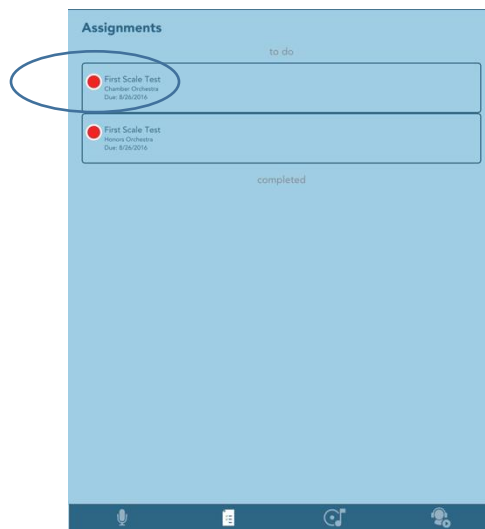
How to record a playing test using the Charms App

1. Download the free Charms App for iOS or Android Device – search for Charms on the App Store and download the app called “Charms Blue – Student App”. Do not download the app called “Charms Mobile”, this is for teachers only.
2. Launch the app and enter the school code (7lakesjhorch) and your password (student ID number if you have not logged on before).

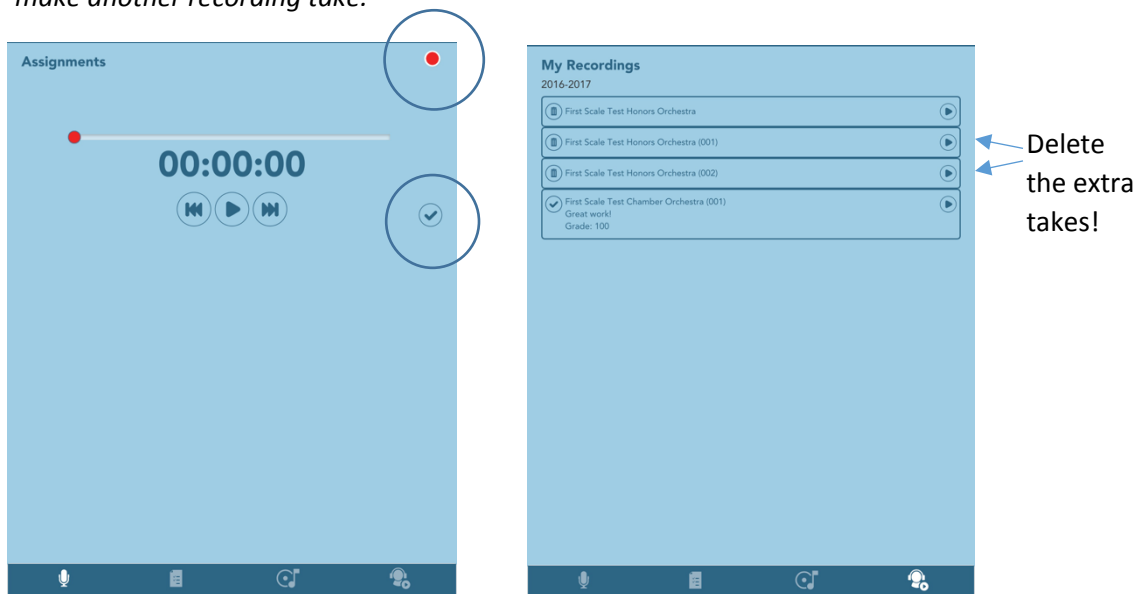


Recording Studio      Assignments      My Recordings

3. You will see four buttons at the bottom of the screen. To record for an assignment, tap the Assignments button to get started. *Do not tap the microphone button, you will not be able to submit a recording to an assignment on this page.*
4. Each assignment listed will have a red circle next to it. To record for an assignment, you must tap the red circle to enter the recording page.



5. You will see the assignment instructions for recording. When you are ready to record, tap the red record button and begin playing once the countdown finishes. When you are finished playing, tap the square stop button. *Note – your device may ask permission to allow the app access to the microphone. Tap “allow”, otherwise you will be unable to make a recording.*
  - a. A note about metronomes: the Charms app does not have a built-in metronome, but devices with multi-tasking support can have a metronome running in the background on a separate app. You can also use a physical metronome and simply have it on while you are recording. *If an assignment asks for a metronome to be running during the recording, make sure you have an audible metronome in your recording.*
6. From here, you can play back the recording you just made by tapping the play button, you can make another recording by tapping the red button in the upper right corner, or you can submit the recording to the assignment by tapping the check mark button. *Note: Unlike the web version, the app does not support viewing multiple takes simultaneously. Be absolutely sure you don't like your current recording if you want to record again, because the current recording will be lost. If you aren't sure, upload your current recording and return to the assignments page to make another recording take.*



7. By tapping the check mark, it will ask you to confirm the file name – tap the check mark again to confirm and this will take you to the recordings page. Any recording takes that are not the one you would like graded should be deleted by tapping the trash can icon. You can have multiple recordings uploaded to an assignment, **but the directors will only listen to and grade one recording per assignment. If you have multiple recordings uploaded to an assignment, the directors will choose one recording to listen to, regardless of whether it is your best take or not.**
8. You're all done! To check back on your submitted assignments, tap the “My Recordings” button to view your recordings and any grades or comments that have been given.