

Instructions for the Recording Studio Features in Charms
BE SURE YOUR COMPUTER HAS A MICROPHONE

You may need to give Charms permission to access your microphone.

1. Login to Charms with the school code: afchoir
2. Your password is your student number the first time you login and then you will change it to something else. If you have forgotten your password, email Mrs. Warby and she can reset it to your student number.
3. Once logged in you should click on "Recording Studio"
4. Click the assignments link
5. **Choose the assignment you are completing.**
6. If your assignment has an accompaniment you can click the accompaniment tab on the left to download and use it while you record your voice part.
7. Push the red button to record and complete the assignment
8. If you cannot get Charms to work for you, you may record it and send it via email. **However, you will still have to access Charms for the accompaniment recordings if you choose this method. If you cannot send a file that large via email, you will need to upload it to YouTube and send Mrs. Warby the link. USING CHARMS IS THE EASIEST METHOD.**
9. Charms will then save your recording and Mrs. Warby can listen to it from the teacher account.