

# HOW TO USE CHARMS RECORDING STUDIO

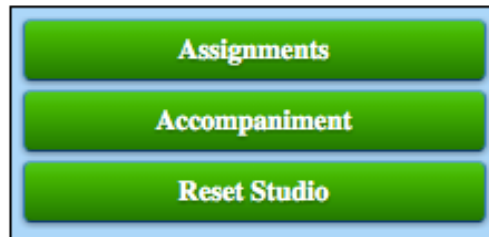
#1 LOG INTO CHARMS AS NORMAL.

#2 CLICK ON THE RECORDING STUDIO ICON.

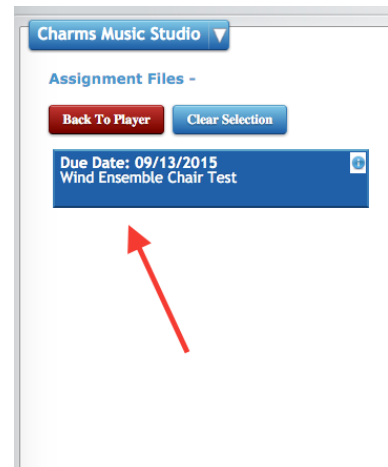


#3 IN THE UPPER RIGHT CORNER, CLICK ON 'ASSIGNMENTS'

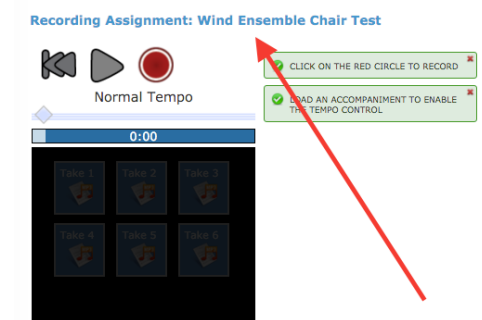
Recording Studio



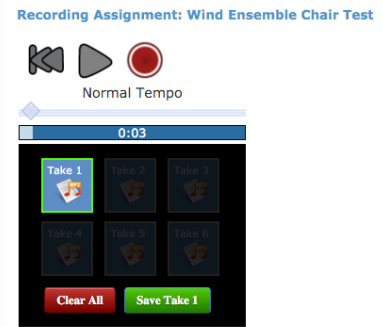
#4 UNDER THE LIST OF ASSIGNMENTS, CLICK ON THE CORRECT ASSIGNMENT. (WIND AUDITION, CHALLENGES, TEST, ETC.)



#5 MAKE SURE THAT BEFORE YOU START RECORDING, THE CORRECT ASSIGNMENT IS HERE. (SEE ARROW)






**#6** CLICK ON THE RED CIRCLE TO START RECORDING, CLICK THE RED CIRCLE TO STOP RECORDING.



**#7** AFTER YOU CLICK THE RED CIRCLE TO STOP RECORDING, 'TAKE 1' RECORDING WILL APPEAR. YOU CAN LISTEN TO THAT RECORDING BY CLICK ON IT. IF YOU ARE UNHAPPY WITH THE RECORDING, YOU CAN DO ANOTHER ONE. (YOU CAN DO AS MANY TAKES AS YOU LIKE.)

**#8** AFTER YOU ARE DONE WITH YOUR FINAL RECORDING, CLICK 'SAVE TAKE #' TO SUBMIT THE ASSIGNMENT.

**#9** BE SURE THAT IT SAVED YOUR RECORDING UNDER THE ASSIGNMENT.

| Uploaded Recordings....  |               |   |       |                  |   |
|--|---------------|---|-------|------------------|---|
| File Name  | Date Uploaded | Status  | Grade | Teacher Comments |   |
| School Year: 2015-2016   |               |   |       |                  |   |
|  Wind Ensemble Chair Test | 09/13/2015    |  |       |                  |  |
| School Year: 2012-2013   |               |   |       |                  |   |

**#10** IF EVERYTHING IS CORRECT, THEN YOU ARE DONE.