

Charms Recording Assignment

Logging Into Charms

1. Go to www.CharmsOffice.com (or download the Charms app with a blue icon)
2. "Login" (if you are on the website, click "Login" and then click "Parent/Students/members")
3. Your School Code is: "TexasCityHSChoir"
4. Your Student Area Password is: Your 6 digit Student ID number
5. You will be always be instructed to change your password, but you DO NOT have to.
If you DO change your password, DO NOT forget it.



Recording Your Assignments

1. Once you have logged in, click on "Recording Studio"
2. Click on "Assessments"!!! This is very important.
3. Click on your designated assignment
4. *If you are using a laptop, you must "Enable the Microphone"!!*
5. Click on the Red Circle to begin recording (you can try/review as many times as you like)
6. Submit your recording (double check that it went through)
7. I will grade it and leave feedback

