THS ORCHESTRA 2019.2020

CHARMS LOGIN/UPDATE/RECORDING ASSIGNMENT

This Assignment is Due Tuesday, August 20th, 2019

Directions: The THS program uses the CHARMS database system for important communication and recorded testing. Please follow the prompts below and Login to charms, update personal information and do the recording assignment. I recommend that parent and student do this together the first time so that all information is correct in the information section

CHARMS LOGIN PROCEDURE (not the APP)

1) Go to http://www.charmsoffice.com and click Login
2) Select Parents/Students/members
3) Enter the school code **TaylorHSOrch** (it is case sensitive) and click Enter Parent Area.
4) In the Student Area Password box enter your KISD Student ID (first letter could be upper or lower case) If one does not work try the other.
5) You will be prompted to customize your password
6) In the current password/ID box enter your KISD Student ID again (will be the same as what worked before). Then change your password (DON'T FORGET YOUR PASSWORD)
7) Click update INFO and update both students and parents as needed. Please make sure that all email addresses and names are spelled accurately. Save your work.
8) Select Recording studio
9) Select "Say your Name Assignment"
10) Use the Red round button to record your test. Start talking once the GET READY prompt disapears from the screen. Listen to it again or save and upload it if you like. If you accidently upload the recording and that is not the recording you like you can delete it and try again.

CHARMS MOBILE APP

1) Go to the APP store for your provider and download the CHARMS BLUE APP.
2) In the school code box enter **TaylorHSOrch** (it is case sensitive) and then in password/ID box enter your KISD student ID (first letter could be upper or lower case) if one does not work try the other.
3) You will be prompted to customize your password
4) In the current password/ID box enter your KISD Student ID again, (will be the same as what worked before). Then change your password (DON'T FORGET YOUR PASSWORD)
5) Click update INFO and update both students and parents as needed. Please make sure that all email addresses and names are spelled accurately. Save your work.
6) Select Recording studio
7) Select "Say your Name Assignment"
8) Use the Red round button to record your test. Start talking following the get ready countdown. Listen to it again or save and upload it if you like. If you accidently upload the recording and that is not the recording you like you can delete it and try again.