

# Charms Recording Studio USER GUIDE For PC/Mac – As a Parent/Student/Member

You can use the Charms Recording Studio from any internet-connected Mac or PC desktop/laptop computer. **However, you must have the latest version of Java installed.** We recommend going to [www.java.com](http://www.java.com), and letting their website check to see if you have the latest version installed, before you attempt to use the Studio.

*NOTE: We suggest that you avoid using Internet Explorer as a web browser, and install Google Chrome or Firefox (or Safari) instead – they work significantly better and faster.*

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## NOTE: Java Update

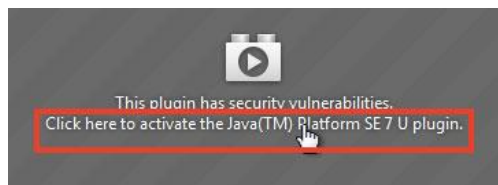
If you see a blank screen in the Recording Studio, this is most likely caused by not having the most recent version of Java installed on your computer. To update the Java please go to [www.java.com](http://www.java.com) -- Click on Do I Have Java, then Click on Verify Java Version.



Follow the prompts that come up next. It will either tell you to download the latest version or that you have the latest version. If you need to download, click the download button and follow the prompts.

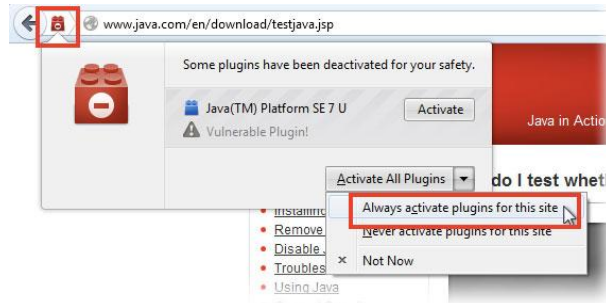
## How To Activate the Java Plug-In on a PC

The next step is to make sure the Java is an active plug-in. For Firefox, the student will most likely see “This plug-in has security vulnerabilities. Click here to activate the Java Platform.” You can click on “Click here to activate the Java Platform” to have Java work this one time.



Or, you can tell Firefox to activate the Java plug-in anytime you are using the Charms site. To do this please follow the directions below;

Click the red plug-in icon in the address bar and a message will open. At the bottom of the message window, click the “Activate All Plug-ins” dropdown menu and choose “Always activate plug-in for this site.”



Now, whenever you visit this site, the plug-in will automatically run and you won't get the "Click to activate" message.

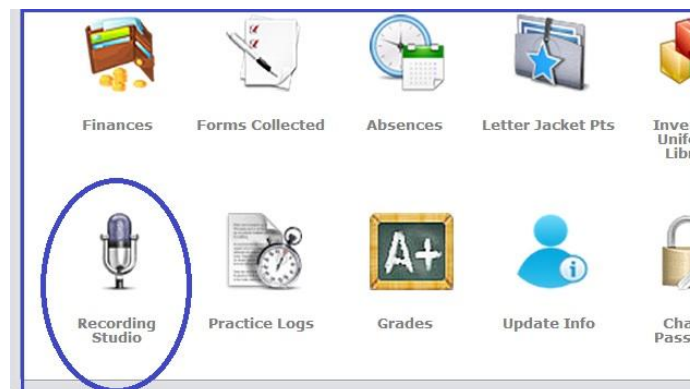
### How To Activate the Java Plug-In on a Mac

1. Go to Safari
2. Select Preferences
3. Select Security
4. Enable Plug-Ins
5. Enable Java Script
6. Uncheck the blocked popup window
7. Restart to Safari

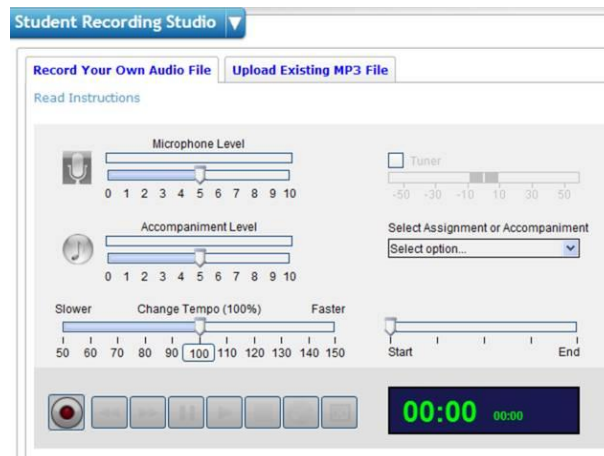
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### A) How to access the Recording Studio

Go to [www.CharmsOffice.com](http://www.CharmsOffice.com), hit Enter/Login, and go to the Parent-Student Login Area. Enter your school code, and then enter the password/student id#. This will give access to the student's Charms account area. Click on the icon that says Recording Studio. (If it is not there, contact your Director)



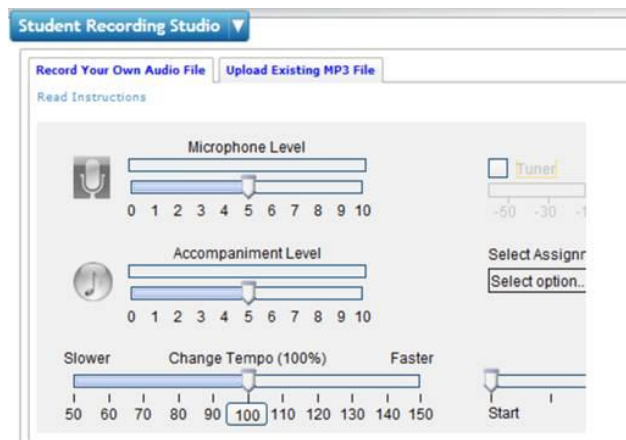
The recording studio screen will appear -- The full studio panel should look like the following picture:



There are various controls on the Studio Panel, including Microphone Level, Accompaniment Level, Tempo Changer, Chromatic Tuner, Assignment/Accompaniments, time slider, and recording/upload buttons.

*What to do if only part of the Recording Studio panel is visible*

If you do not see the entire Recording Studio, this is normally caused by screen magnification, and is easily fixed. Here is a screenshot showing an incomplete recording studio panel:



To correct this, Hold the CTRL key (or COMMAND on a Mac) and tap the + ('Plus' key) a couple times. This will resize the image on your screen. If nothing happens, back out of the recording studio, then repeat the resizing (CTRL+) a couple taps, then go back into the recording studio. The full studio panel should look like the earlier picture above.

If your screen is BLANK, see the section on downloading the latest version of Java.

If you do not have a microphone connected to your computer –

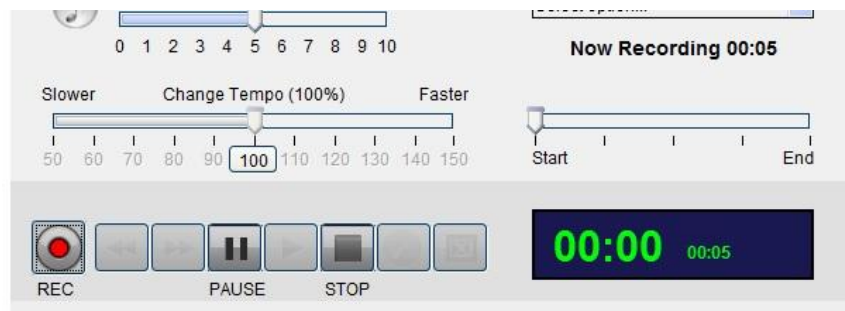
You will get a messages saying “Microphone Not OK”, and you will see this in the recording studio panel:



Plug in a microphone, exit the Recording Studio, and restart the Recording Studio application. *Note that you MAY need to work with the computer microphone volume settings yourself (outside of Charms), to get it to work properly.* When the microphone is working, you will see the green Sound Level indicator changing as you speak into it.

## B) How do I record myself?

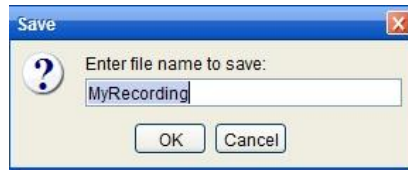
Simply click the round “RECORD” button in the lower left. The system starts recording, and a timer indicator starts counting. The square “STOP” and “Pause” buttons also appear.






Record yourself, adjusting the microphone level if needed. Once you push STOP, the Play, Save, and Delete buttons appear, as well.



Play the recording back for yourself. If you don't like it, and want to record it over again, DELETE the recording and re-do it. If you DO like it, and want to upload it, click the 'SAVE' button – you will be asked to name your recording. Type over the words “My Recording” with whatever you want to name it, and hit OK.

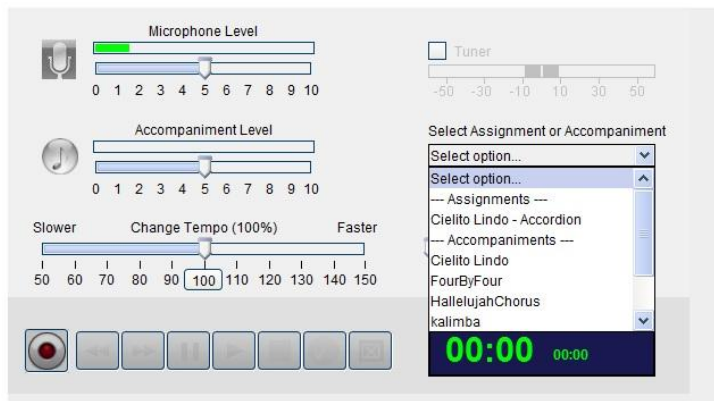


The recording will be uploaded to Charms, filed under the student name. Refresh your screen, and you will see a list of uploaded recordings displayed at the bottom of the screen, which you can replay or delete (until it is graded). Note that once a recording is graded, it cannot be deleted.

Music Files Uploaded (click a title to play)					
File Name	Date Uploaded	Status	Grade	Teacher Comments	
School Year: 2013-2014					
 ScoobyDooShuffle	10/7/2013				

### C) How do I find and record my Assignments and Accompaniments ?

On the right hand side of the Recording Studio is a dropdown. It is labeled “Select Assignment or Accompaniment”. Click on the dropdown and a box will appear. Select the Assignment or Accompaniment you would like. If it is an Accompaniment, it will take a few moments to download, depending upon the file size. Any Assignment instructions will show up below the recording studio panel.



Once an assignment or accompaniment is downloaded (if you’ve done that), you can play along, record, delete, or upload your recording with the control buttons on the bottom left. You can record as many times as you want, prior to uploading a final cut. PLAY the accompaniment first, to get familiar with it, before recording along.

To record along with an Accompaniment, simply hit the RECORD button, and play/sing along. Then hit STOP. You can replay your recording for yourself with the PLAY button – if you wish to re-do it, DELETE it, and do it again, until satisfied.

When you are finished and ready to upload an Assignment or Accompaniment, DO NOT RENAME THE FILE WHEN UPLOADING -- The recording track will upload with the name of the assignment/accompaniment already created, tied to your login.

Once you have uploaded a recording, it will show up in a history list below the studio panel. You can replay it, or delete and rerecord if you need to, as long as it has not been graded yet. Note that you can delete and re-record as many times as you wish, before settling on a final upload.

You can also upload SmartMusic or Audacity .mp3 files for review – see the second “tab” in the recording studio screen. Choose the file from your computer, make any comments desired, and upload the file. It will save under your Student login.



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