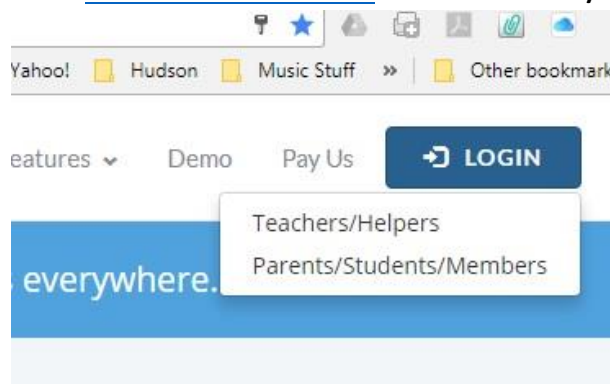


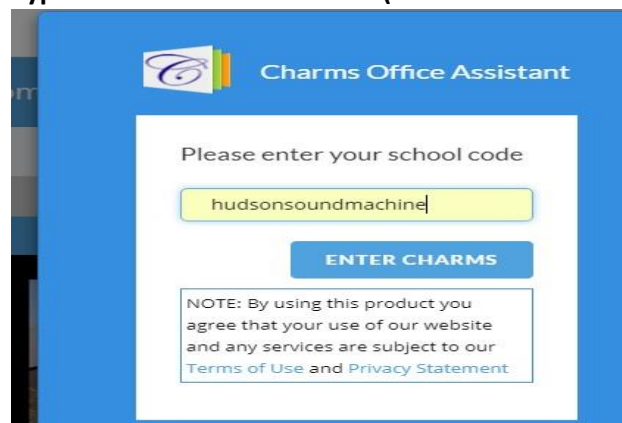
Practice Logs

Practice Logs will be input through the Charms system this year. Follow these steps to log your practice time each week. The system locks at 11:59pm on SUNDAY evening. Grades will be taken for the previous week at that time and cannot be adjusted after the system locks.

1. Go to www.charmsoffice.com and click Parents/Students/Members from the Login button



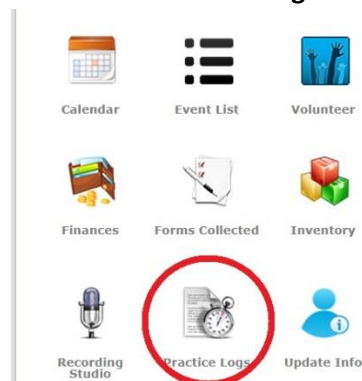
2. Type in hudsonsoundmachine (all lowercase and all one word) in the School Code box.



3. Enter your password. (1st time users – password is student ID number. It will make you change the password – change it to sIDnumber, i.e. s123456)



4. Click on the Practice Log icon.



5. Enter date, title of practice material, tempo (**use a metronome), and minutes practiced.

6. This is what a completed week should look like.

Practice Record from 08/21/2017 - 08/27/2017					Show: This Week	Refresh
Date	Title Practiced	Tempo	Minutes			
8/21/2017	All-Region Music	40	23			X
8/22/2017	Fight Song/Hey Song/Scales	110/100/120	36			X
8/23/2017	Power Scales/Selection 2	60/54	18			X
8/25/2017	Machine Music	80	14			X
8/26/2017	Selection 1/Concert F Descending	50/90	20			X
8/27/2017	All-Region Music	55/48	45			X
Total Minutes			156			

****REMEMBER – The system counts the week from Monday-Sunday. It will allow you to change the date within that week, but it locks on Sunday at 11:59pm. No changes, additions, etc. can be made at that time and grades will be taken based on the total minutes after the system locks for the week.****

Grades will be based on the following chart of total weekly minutes:

Beginner/Concert/Symphonic/Honors Bands		Wind Symphony	
Minutes	Grade	Minutes	Grade
180+	110	240+	110
160-179	105	210-239	105
140-159	100	180-209	100
120-139	90	150-179	90
100-119	80	120-149	80
80-99	70	90-119	70
60-79	60	60-89	60
0-59	# of minutes	0-59	# of minutes

****You may add 20 minutes of extra practice if you had a private lesson this week.****