

Carmel Middle School Orchestras

Logging Practice Records

Charms Office Assistant is an online music office assistant that allows students and parents to communicate with the director. Weekly practice time will be recorded using this system, so please follow these directions for using Charms (www.charmsoffice.com).

How to Log-In to Charms Office

1. Log on to www.charmsoffice.com
2. Choose 'ENTER' from the top menu bar
3. Select "Parents/Students/Members"
4. Type in the school code: **carmelmsorch**
5. Enter your child's **school id number**

Communication through Charms Office

It is very important that all students and parents complete the 'personal info' section of Charms Office. The director uses the information provided to communicate regularly with students and families throughout the year. Please fill in all the requested information, especially the email address you would like to receive information on.

Recording Weekly Practice Time

Students are encouraged to use Charms Office as the *primary tool* for logging weekly practice time. Students may record entries or make changes to practice records any time during the *current week only*. Once the current week is over (Sunday at 12:00 a.m.), students are not allowed to log any practice time from the previous week. It is recommended that students keep track of their practice time daily, whether online or on paper.

In event that Charms Office does not work or is unavailable to a student, paper practice records are accepted. Paper practice records are available at school or on the director's website and are accepted on Mondays for full credit.

Logging Practice Time in Charms:

1. Log-In to Charms Office
2. Click on the practice log icon to record practice time.
3. Select the date using the calendar icon*
4. Type in the title of the music that was practiced
5. Skip filling in the tempo information, unless assigned to practice with a metronome
6. Enter the amount of time practiced
7. Click on the 'Enter Time' button