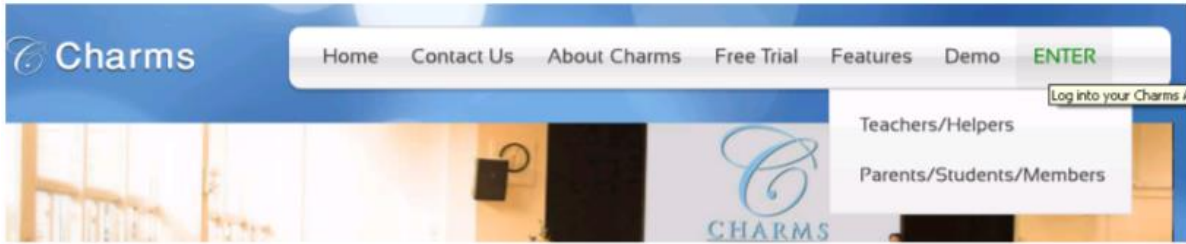
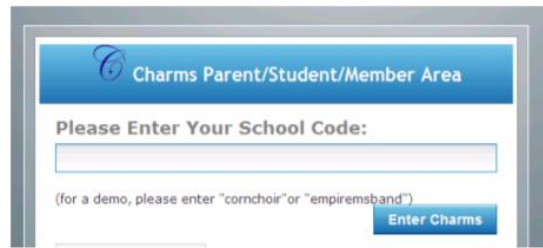


USING CHARMSOFFICE.COM

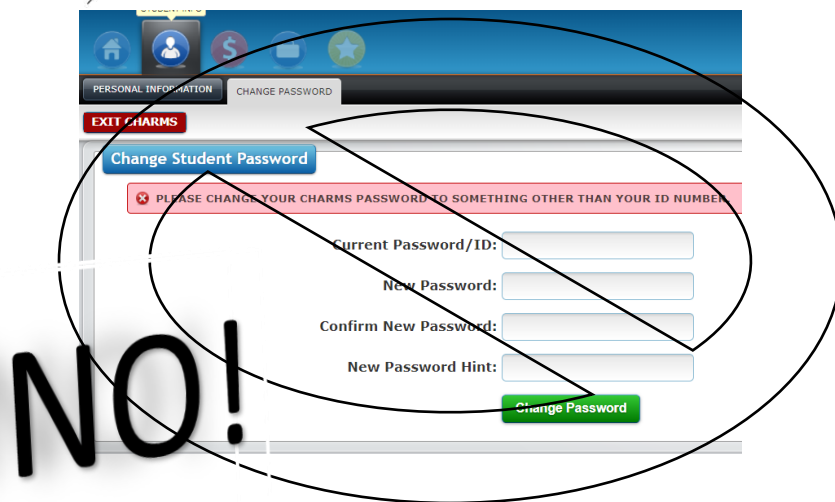
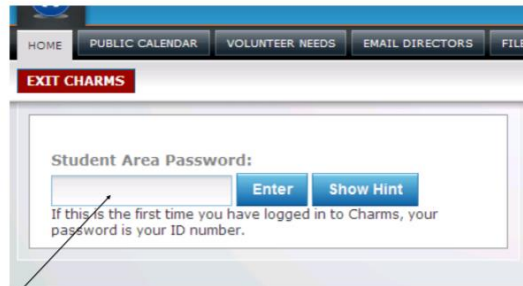
1. Go to www.charmsoffice.com and you will see this screen.



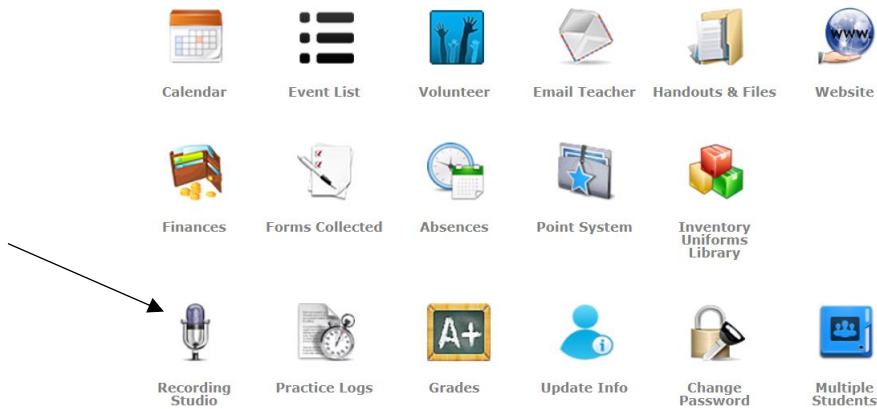
2. Point your mouse to the word “ENTER” and select “**Parents/Students/Members**”
3. In the box labeled “Please enter your school code” type in **danielljackets**



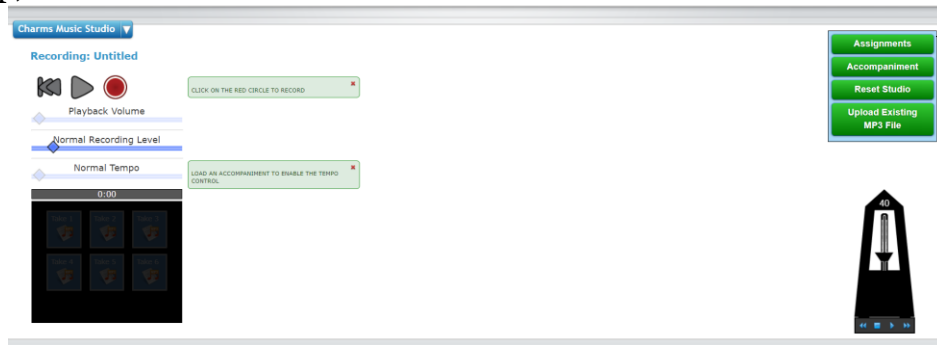
4. In the box that says “Student Area Password”, enter your password, which is your student ID number/lunch number. Click the “Enter” button. It will then ask you to update your password. **DON'T CHANGE YOUR PASSWORD!** Just ignore that screen and click on the home button to the top left.



5. Click recording studio



6. You will see the screen below. Click on **ASSIGNMENTS** before you record anything. If using the mobile app, it's the button at the bottom **2nd from the left**.



7. Choose the assignment to submit. Closed assignments are still available, just not for full credit if you were late to submit.

8. Once you record, it appears below in **uploaded** recordings. **Save the recording** you like best and it will automatically send it to me and you are done! 😊

(Wait for a grade to appear in synergy to check for feedback. It will show a **o** on Charms if I haven't listened to it yet. Please be patient.)

