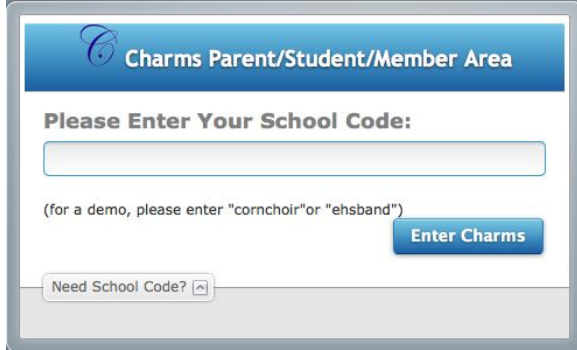


NAME: _____ FOLDER: _____ Class: _____

CHARMS ASSIGNMENT- DUE FRIDAY, AUGUST 26, 2016

Go to www.charmsoffice.com. Hover over **ENTER/LOGIN**. Click **"Parents/Students/Members"**.



Enter your school code: **frenshipmschoir**
Log in to your personal Charms account using your **student ID** as a password.



Explore the Home tab (i.e. calendar, volunteer for events, send me an email, class handouts, recording studio).

Complete the following tasks. Check off each task and submit this assignment by Friday, August 26, 2016:

- ___ Check and Update your student information by clicking **update info**. DO NOT CHANGE YOUR PASSWORD.
- ___ Add and / or update parent information by clicking **Add New Adult**.
- ___ Check out the class **calendar** and print the **event list** by hovering over the calendar tab, if you have access to a printer.
- ___ Check out our school choir **website**.
- ___ Using a smartphone, go to the app store to download the free Charms Office App.



- ___ Log in to your account using the app on your smartphone. Explore Charms using the app right from your phone!
- ___ Using the app's **recording studio**, record you name, grade and what you enjoyed doing most this summer.

Please have a parent sign to confirm you have completed the tasks listed above.

Parent Signature: _____

Date: _____