




## Charms Recording Studio Instructions – September 2010


- 1) You will need a working microphone and speakers to use this recording studio. If the recording studio cannot detect a microphone or speakers, you will be alerted, and the microphone image or the accompaniment image will show an X over the image.


- 2) To record without an accompaniment, simply click the large red button to start the

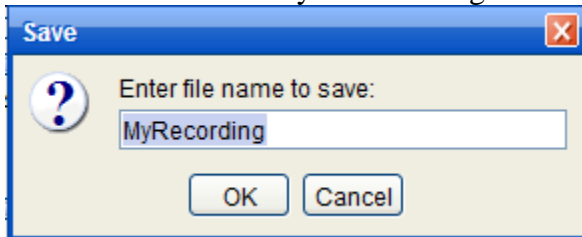
recorder: . You will see **Now Recording 00:02** appear above the counter.

When you are finished recording, click the stop button:  to stop recording.

- 3) To play back your recording, click the play button . To delete your recording and

start over, click the delete button . To save your recording click the save button

. You will be prompted to enter a name for your recording. You may only use letters and numbers in your recording file name.



Click OK to save your recording. Click Cancel to cancel saving your recording.

- 4) Once your recording is saved, it will appear at the bottom of the screen. Click the name to hear your recording.

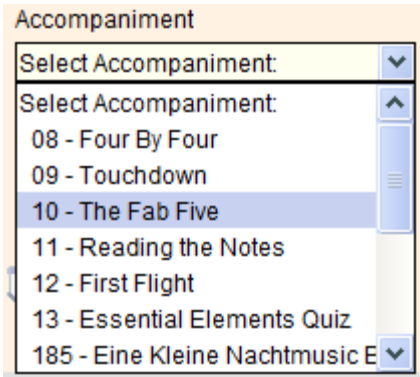
[MyRecording](#)

9/5/2010

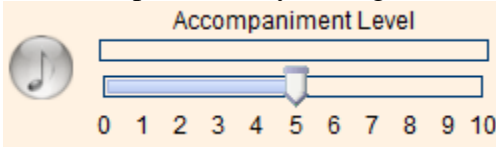


A red dot indicates that the teacher has not entered a grade or comments for your recording. To delete the recording and start fresh, click the X. You cannot delete your recording once the teacher has entered a grade.

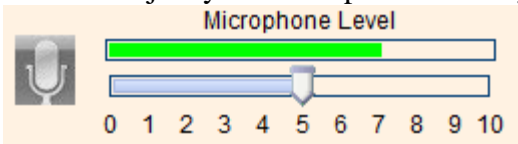
- 5) To practice/record with an accompaniment, select an accompaniment from the list of pre-loaded accompaniments. (Your teacher may not have uploaded any accompaniments.)



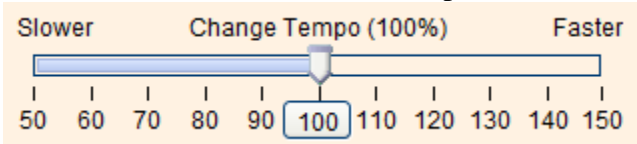
Once you select an accompaniment, it will take a few moments to download, and will start playing immediately. You can adjust the level of the accompaniment by sliding the bar under “Accompaniment Level:”



You can adjust your microphone level by sliding the bar under “Microphone Level:”





You can adjust the tempo of the accompaniment file by sliding the bar under “Change Tempo” (slide to the left to make the tempo slower, slide to the right to make the tempo faster. Click the 100 button to snap back to actual tempo).






Once the selection is playing, you can rewind, fast-forward, or pause the playback using the standard audio buttons:



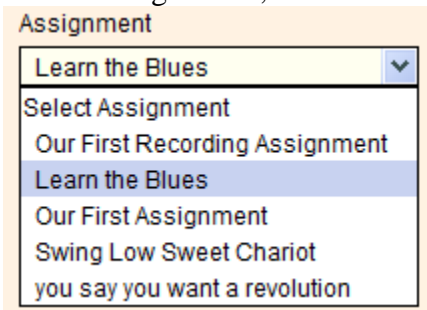
- 6) When you are ready to record with the accompaniment, click the red Record button to

start recording.  When you are finished recording, click the stop button:  to stop recording.

To play back your recording, click the play button . To delete your recording and start over, click the delete button . To save your recording click the save button . The recording will be saved with the accompaniment name.

7) Working with Assignments:

Your teacher may create assignments, with or without accompaniment files, but always with instructions and a deadline for performing the assignment. If your teacher has created assignments, select the assignment from the list of assignments:



Instructions about the assignment will appear below the recorder:


**Assignment Information**

**Practice Solos with the accompaniment. When you are ready, record a solo with the track. You can adjust the tempo as needed.**

**Due: 08/31/2010**

[Click the Play button in the studio above to start the accompaniment](#)

If an accompaniment was included in the assignment, it will download while you are

reading the instructions. Click the play button  when you are ready to start playing the accompaniment. Follow the regular procedures for recording your assignment.

8) If you have problems using the recorder, check to see that your microphone and speakers are working correctly. If you know the microphone and speakers are working, and you still have an issue with an accompaniment file not loading, or not clearing, close your web browser and start fresh. If you still have issues, please contact the Charms office for more troubleshooting ideas.

9) We hope you enjoy our new recording studio!