Parent/Student Access to Charms

This year we are switching our recording app and much of our communication to Charms. Your student has been set up on Charms, and you need to access it to finish the setup. You can also access it all year long, much like you would PowerSchool, to stay in contact with the Music Department at Notre Dame Collegiate.

Steps to Getting Set Up on Charms

1. Go to **www.charmsoffice.com**, hold your mouse over "Login", and choose "Parents/Students/Members".
2. Enter the school code **NDCMusic**.
3. The screen you now see is the "Public" page, allowing you to see public links. It also asks for your Student Area Password. Your student has already come into this page and updated some of the information including their password, which will be the same as their username for logging onto computers at Notre Dame Collegiate. Your student may have also been asked to create both a username and password, at which point their username will be the same as their logon to Notre Dame Collegiate, and their password will be the one they use to log onto computers as well.

   Your Student's Username is _____.

   Your Student's Password is _____.

4. Please choose the "Update Info" button. Make sure you add information for each adult you would like connected to this particular student.
   a. If you have multiple students, only add your information to one student. You can link the other students by way of the "Multiple Students" option later.
   b. If you add your cell phone and the cell phone provider, I will be able to send you text messages as well. This will only be used to inform you of when new information is available in Charms.
5. Once you've updated your information, if you have any other students in the music program, you can link them all to this account so you only need one login to see everyone's information. Use the "Multiple Students" option to do this.
6. Download the Charms Blue app, if you would like to use the features of this software on your mobile device. Search the Google Play or the iTunes store for "Charms Blue" to download it.
7. Explore all the other features of Charms. You'll notice not all of the features have information in them yet, but don't worry, they will!

Features Students Will Use Most

Students will use the Recording Studio option for any recording assignments they may have. It includes a metronome, as well as the opportunity for students to play an accompaniment alongside their recording.

They will also be asked to use the Practice Logs option regularly so that you can see how they are keeping up on their "music homework", which is really a metric of how effective their practice is.

Much of our communication will be shifting to Charms, with the exception of the reporting of marks, which will remain in PowerSchool, and fee payments which will stay with SchoolCashOnline.