



## Bailey Band ONLINE Practice Log Instructions

- Go to [www.charmsoffice.com](http://www.charmsoffice.com).
- Under **PARENT/STUDENT LOGIN**, type “**BaileyBand.**”
- Click on “**Enter Charms.**”
- Type in your student ID number for your student password and click ENTER. (You will be asked to change your password.)
- Click on the icon which has “**PRACTICE LOGS**” written underneath it.
- Enter the date of practice.
- Enter the titles of music you practiced.
- **OPTIONAL:** Enter the tempo (speed at which you practiced the piece) you practiced with a metronome.
- Enter the number of minutes you practiced.
- Click **ENTER TIME.**

### **IMPORTANT:**

You can only enter information during the week of practice. Once a practice week is over, you cannot go back to alter it.

Practice weeks go from Monday to Sunday.

You cannot enter practice information for future weeks.

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Beginning 8/30/17:

I, \_\_\_\_\_, understand I am responsible for upholding  
(Student's Signature)  
the CMS Honor Code when entering information regarding my band practice log.

I, \_\_\_\_\_, will be responsible for monitoring the  
(Parent's Signature)  
Information being entered by my child for his/her weekly band practice log.