How to select High School Classes: *(Use BCPS Device for best experience)*

Go here for all registration resources (course lists, presentation, forms, and applications):
https://perryhallhs.bcps.org/schedule_registration

1. Students should login, using the Chrome Browser ![Google Chrome], in the upper left corner select BCPS Links and then Apps Portal

2. Students will select **Focus Software** and enter their BCPS username (with the @bcps.org) and password. From the *upper right-hand* corner, select the year **2024-2025** from the drop down. See Figure 1.
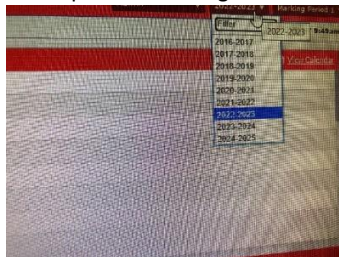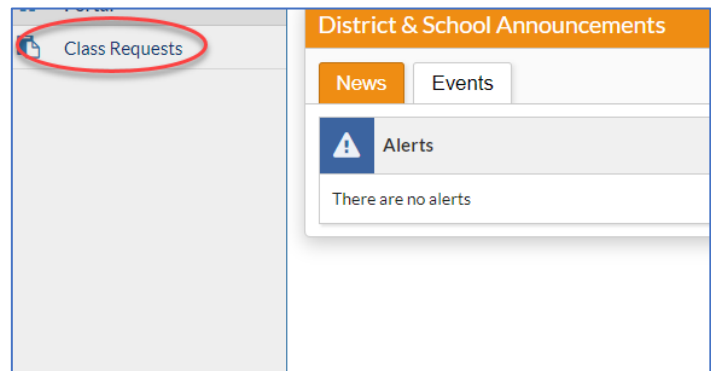

Figure 1 – Selecting SY 22-23 from the drop down

3. Select **Class Requests** from the *left-hand* menu. See Figure 2.

4. The greyed-out courses have been automatically assigned, based on teacher recommendations. Consult with your current teacher, department chairperson about levels etc. If you would like to drop one or more of these courses or change levels, please wait until your 6-year plan meeting with your school counselor to make this request. School counselors will meet with ALL students one on one. Please do not request a meeting your school counselor will meet with you. Meetings will be held throughout January and February.

5. To select additional course/s: Using the Quick List, at the *bottom* of the screen, students can select a course using the subject folder lists. (Use the grade level course list for reference)

   Students must click **Save**, from the upper *right side* of the screen, after the selection has been made. See Figure 4.
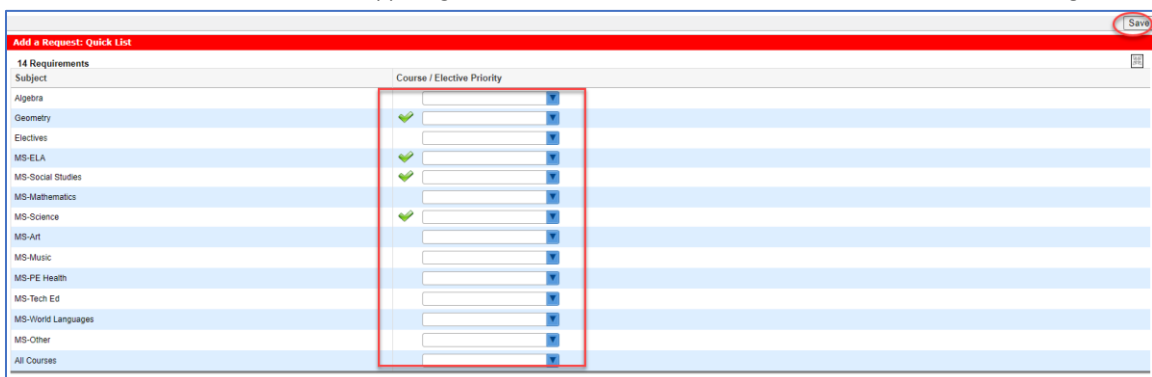
6. Students should pick 2-3 alternates/backups. Do this by placing a number 2, 3, 4 in order of preference in the Elective Priority column. **Do not use #1** as your main courses are considered #1 priority. See Figure 5.

	Course ↕	Credits ↕	Course # ↕	Schedule First ↕	Elective Priority ↕	Ter
	[▼]			☐		
▬ ☐	AP WORLD HISTOR... ▼	1.00	1510106 ⓘ	☐		
▬ ☐	ENGLISH 10 HON (1... ▼	1.00	1010004 ⓘ	☐		
▬ ☐	ALGEBRA 2 HON (2... ▼	1.00	2022004 ⓘ	☐		
▬ ☐	LIVING SYS/BIO HO... ▼	1.00	2532004 ⓘ	☐		
▬ ☐	NGSS CHEMISTRY ... ▼	1.00	2511004 ⓘ	☐		
▬ ☐	FRENCH 3 HON (30... ▼	1.00	3020304 ⓘ	☐		
▬ ☐	SYMPHONIC BAND ... ▼	1.00	4520300 ⓘ	☐		
▬ ☐	THEATRE ARTS 1 (1... ▼	1.00	1030100 ⓘ	☐		
▬ ☐	DIGITAL ARTS (4021... ▼	1.00	4021000 ⓘ	☐	2	
▬ ☐	YEARBOOK1 (1020... ▼	1.00	1020100 ⓘ	☐	4	
▬ ☐	JOURNALISM1 (101... ▼	1.00	1015100 ⓘ	☐	3	

Figure 5 – Elective Priority Column

7. To remove a course request, select the red minus sign from the *left-hand* column. See Figure 6.

Figure 6 – Removing a course request

Students should verify they have selected 8 total credits and 2-3 alternates (backups). You may have more than 8 because of greyed-out courses pre-assigned to you. You will be able to drop these in your one on one, 6-year plan meeting with your school counselor. It is recommended to Refresh ⟳ the screen to verify the accurate counts. See Figure 7.

Figure 7 – Number of requests and number of alternates

8. Once students have selected the appropriate courses for the coming year, they can log out of the application by selecting **Logout** from

the *bottom left-hand corner* of the screen. See Figure 8.