

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  , 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.

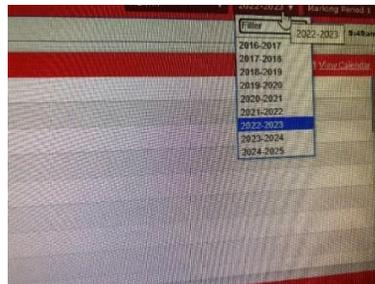
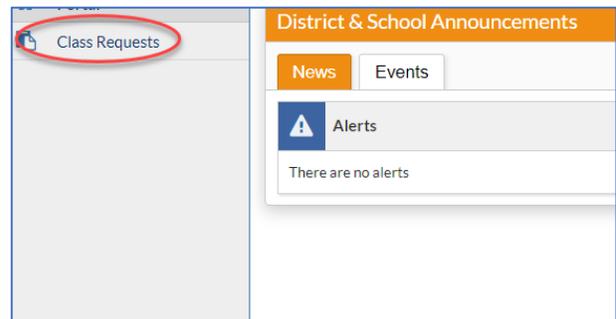


Figure 1 – Selecting SY 23-24 from the drop down



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 middle school content teacher and/or department chair for placement/recommendation questions. To make a request to change a level or drop a greyed-out course please email the PHHS scheduler, Mr. Mark Baikauskas at mbaikauskas@bcps.org
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 *right side* of the screen, after the selection has been made. See Figure 4.

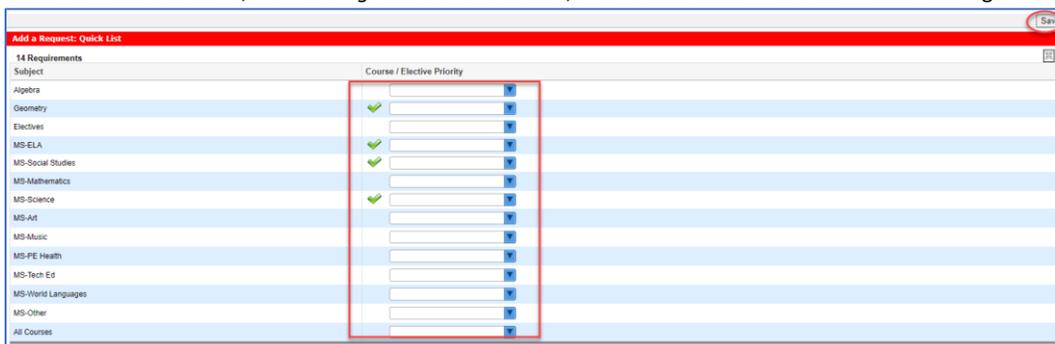


Figure 4 – Using Quick List to select course requests and save button

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.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Schedule First ↓	Elective Priority ↓	Term
<input type="checkbox"/>	AP WORLD HISTOR...	1.00	1510106	<input type="checkbox"/>		
<input type="checkbox"/>	ENGLISH 10 HON (1...	1.00	1010004	<input type="checkbox"/>		
<input type="checkbox"/>	ALGEBRA 2 HON (2...	1.00	2022004	<input type="checkbox"/>		
<input type="checkbox"/>	LIVING SYS/BIO HO...	1.00	2532004	<input type="checkbox"/>		
<input type="checkbox"/>	NGSS CHEMISTRY ...	1.00	2511004	<input type="checkbox"/>		
<input type="checkbox"/>	FRENCH 3 HON (30...	1.00	3020304	<input type="checkbox"/>		
<input type="checkbox"/>	SYMPHONIC BAND ...	1.00	4520300	<input type="checkbox"/>		
<input type="checkbox"/>	THEATRE ARTS 1 (1...	1.00	1030100	<input type="checkbox"/>		
<input type="checkbox"/>	DIGITAL ARTS (4021...	1.00	4021000	<input type="checkbox"/>	2	
<input type="checkbox"/>	YEARBOOK1 (1020...	1.00	1020100	<input type="checkbox"/>	4	
<input type="checkbox"/>	JOURNALISM1 (101...	1.00	1015100	<input type="checkbox"/>	3	

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

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority ↓	Term ↓
<input type="checkbox"/>	LANGUAGE ARTS G...	0.00	1008005		
<input type="checkbox"/>	GEOMETRY GT/AA...	1.00	2009005		
<input type="checkbox"/>	AMERICAN HISTOR...	0.00	1508005		
<input type="checkbox"/>	SCIENCE GRADE 8...	0.00	2508105		
<input type="checkbox"/>	ART MS8 (4008000)		4008000		
<input type="checkbox"/>	AMERICAN MUSIC ...		4508000	2	
<input type="checkbox"/>	CHORUS MS8 (4508...		4508700	3	
<input type="checkbox"/>	HEALTH MS8 (5108...		5108000		
<input type="checkbox"/>	PHYSICAL EDUCATI...		5008000		
<input type="checkbox"/>	TECH ED 3-ENGR D...		5508200		
<input type="checkbox"/>	INTERMEDIATE SP...		3228000		

Figure 6 – Removing a course request

Students should verify they have selected **8 total credits** and 2-3 alternates (backups). It is recommended to Refresh  the screen to verify the accurate counts. See Figure 7.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority ↓	Term ↓
<input type="checkbox"/>	LANGUAGE ARTS G...	0.00	1008005		
<input type="checkbox"/>	GEOMETRY GT/AA...	1.00	2009005		
<input type="checkbox"/>	AMERICAN HISTOR...	0.00	1508005		
<input type="checkbox"/>	SCIENCE GRADE 8...	0.00	2508105		
<input type="checkbox"/>	ART MS8 (4008000)		4008000		
<input type="checkbox"/>	AMERICAN MUSIC ...		4508000	2	
<input type="checkbox"/>	CHORUS MS8 (4508...		4508700	3	
<input type="checkbox"/>	HEALTH MS8 (5108...		5108000		
<input type="checkbox"/>	PHYSICAL EDUCATI...		5008000		
<input type="checkbox"/>	TECH ED 3-ENGR D...		5508200		
<input type="checkbox"/>	INTERMEDIATE SP...		3228000		

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. 