

Course Requests for Students

Overview

As a function of the new scheduling program, students will have the ability to enter their course requests online. These requests are guided by the recommendations that their current teachers enter. Follow the steps below to request courses. Please note that students will need to have the MCPS login and password information used to log into computers at school. If you need any assistance, please contact Col. E. Brooke Lee's Counseling Office at 240-740-4160.

Process

Login: Students should use the following URL:

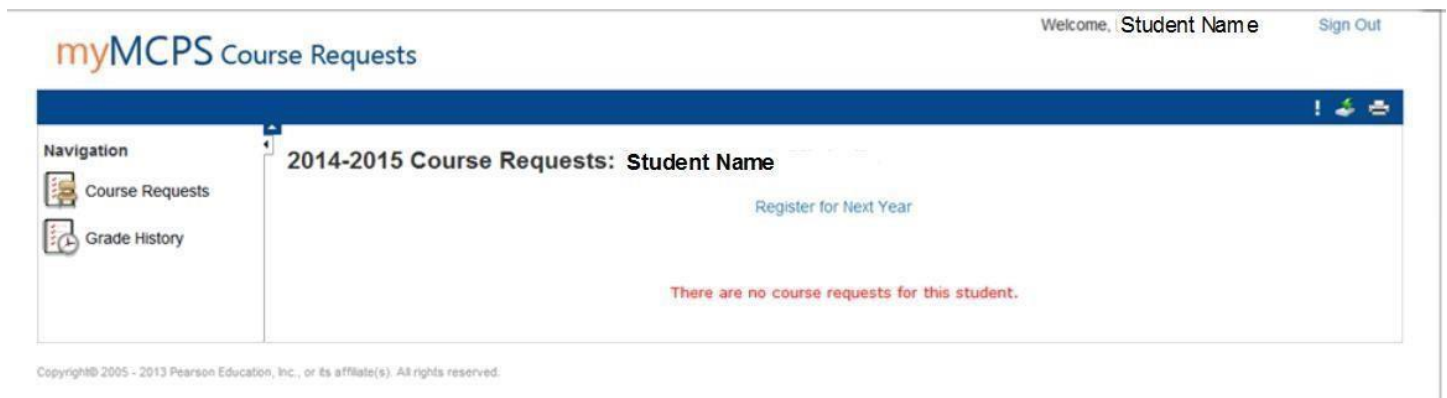
<https://portal.mcpsmd.org>

Once you see the sign-in screen on the right, enter your MCPS username (your 6 digit MCPS student ID #) and password (the password you use to log into the computers at school). Then select **“Sign In.”**






The screenshot shows the 'myMCPS Course Requests' login page. It features a 'Student Sign In' section with two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. A blue 'Sign In' button is located at the bottom right of the sign-in area. At the very bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

Once you have signed in, you will see a navigation screen like the screen below. Your name will be shown in the upper right corner as well as the center of the screen. Since this is the first time logging into the system, you will see a red message **“There are no course requests for this student.”** To begin registering for courses, please click on **“Register for Next Year.”**



The screenshot shows the main dashboard of the 'myMCPS Course Requests' system. At the top right, it says 'Welcome, Student Name' and 'Sign Out'. On the left, there is a 'Navigation' menu with icons for 'Course Requests' and 'Grade History'. The main content area is titled '2014-2015 Course Requests: Student Name' and contains a blue button labeled 'Register for Next Year'. Below this button, a red message states: 'There are no course requests for this student.' At the bottom left, there is a small copyright notice: 'Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.'

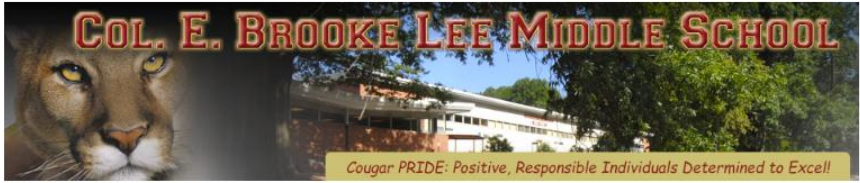
Depending on your grade level next year at Col. E. Brooke Lee MS, you will see a screen formatted to that grade. We have already selected the core courses that every student must take. These core courses include World Studies, Science, and Physical Education (which includes a quarter of Health.) Each student will be required to select a Math class and an English or ESOL class, which is based on the teacher recommendation indicated. Each student will also have a choice in their elective courses based on the grade level of each student. If your child is recommended for a reading intervention, it will take priority over an elective and there may not be room in the schedule for electives.

Please click on the  icon to select the list of courses available in each section and follow the directions provided. The  denotes the choice has been made. The  denotes a selection still needs to be made. Electives may or may not have to be selected depending on your choice(s) available. If you have been recommended for a course, you should select that course.

Navigation

- Grades
- Grade History
- Attendance
- Consent Forms
- My Schedule
- Google Classroom (Student)
- School Information
- Curriculum Resources

Welcome to the Col. E Brooke Lee MS Class Registration System for 2019-2020



Welcome to the 6th grade at Col. E. Brooke Lee Middle School!

We are excited to have you select your courses for next year. If you have any questions after you sign up for your courses, please call our counseling department at 240-740-4160. Course placements will be reviewed throughout the second semester. Please consult the MCPS Middle School Course Bulletin for specific course information. A link to the bulletin can be found on our school website. All course requests must be submitted by Friday, January 18th, 2019.

[View course requests](#)

6th Grade Required Courses 🗑️ ✓

Your Math, English, Digital Literacy, Social Studies, Science, Health, Counselor, Team, Advisory and Homeroom have been selected for you.

COUNSELOR 005400 - 0 credits	ADVISORY 036200 - 0 credits	Investigations in Science 6 352800 - 0 credits	HEALTH ED GR 6 780900 - 0 credits	ADV ENGLISH 6 788600 - 1 credits	Historical Inquiry Wld Stud 789700 - 0 credits	TEAM 808100 - 0 credits	HOMEROOM 915100 - 0 credits
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6th Grade Math 🗑️ !
Click the edit button to request a course ⇨
Please select the math course that has been recommended by your teacher.

6th Grade ESOL 🗑️ ✓
Click the edit button to request a course ⇨
Please select the recommended course which corresponds to your ESOL level.

6th Grade Electives 🗑️ !
Click the edit button to request a course ⇨
Please select one elective below. If you select a world language be sure to check both A and B courses.

Additional Requests 🗑️ ✓
Click the edit button to request a course ⇨
Requests that are not associated with any course group.

Requires at least 0 credit hours. ✓
Requesting 1 credit hours.
Requesting 0 additional credit hours.

When you are finished, **Submit** click the **“Submit”** button in the bottom right. *Your course choices will be lost if you do not click the SUBMIT button at the bottom right of the screen.*

You can click on the **“View course requests”** link if you want to double check your selections.

Have your parent or guardian sign the course request sheet, indicating their agreement with the selected courses. Fifth grade students will return the course request printout to their 5th grade teachers. Current middle school students will return the course request printout to their School Counselor. If parent contact information has changed please add the additional information to the course request printout.

Once you have finished, you can sign out of the application using the **Sign Out** link located in the upper right-hand corner of the screen.