

A day in the life of a JDI student

1. First Day: Creating a student account
 - a. Open the JDI Home page <https://deacons.pcj.edu>
 - b. Scroll down the page and click on the button: **New Student Setup**
 - c. Complete the form including your email and a password
 - d. Click the SUBMIT button at the bottom of the page.
At this point, you have a permanent student record. This step may not be repeated.

2. Class Registration Day: Diocese asks you to register for a specific class
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Scroll down the page and click on the button: **Student Login to access the Registration System**
 - c. Insert your email address and password in the login form and click the **Sign in** button
 - d. Click on the button: **REGISTER/PAY FOR CLASSES**
 - e. Click the selection button in the select column next to the classes you are to take.
 - f. Click the button: Register for these classes.
 - g. If the diocese is paying, you are done
 - h. If the diocese requires a partial or full payment, click the button to make a payment.

3. Before your first class
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Read the JDI Academic Standards and Process documents
 - c. View the How to take classes videos

4. Before your class starts
 - a. Open the JDI Home Page <https://deacons.pcj.edu>
 - b. Click on the Catalog and Schedule drop down menu.
 - c. Click on the Catalog menu choice.
 - d. Find the course(s) and Click on the Course Syllabus.
 - e. Review the Course Syllabus and make arrangements to get the required books.

5. During a Class
 - a. Open the Learning Management System <https://classes.pcj.edu>
 - b. Log in using your email address and the password from your student record.
 - c. Find the course on the LMS home page and click on the course to see the course information
 - d. Scroll down to the current week to view the recorded lecture, read the course materials and complete the assignments, journal entries, forums, zoom sessions as assigned for that week.

6. Checking Grades
 - a. Open the Student Registration and Records System <https://dlmanage.pcj.edu>
 - b. Log in using your email address and password
 - c. Scroll to toward the bottom of the screen. The last item on this page is a list of the courses you have taken and the grades you have earned. NOTE: The grades in the LMS are not official and are provided only to help you monitor your progress during the course. The final grade for a course will appear in your record, not in the LMS.