

CHECKPOINT LEARNING ONLINE GRADING QUICK REFERENCE

Log In to Checkpoint Learning

The **Checkpoint Learning** page lets you access many resources even before you log in to the system. You can:

- Learn about the different solutions and products Thomson Reuters has to offer. View demos on how these products are used by customers like yourself.
- Use the Course Catalog to search for courses by topic, delivery format and location.
- Access Checkpoint Learning social media platforms, including the CPE & Training blog, CPL Facebook page, CPL Twitter feed, CPT & Training Twitter feed, and CPE & Training on You Tube.
- Access previous issues of CPE & Training Solutions digital magazines and newsletters.
- Access schedules of upcoming webinars and conferences.
- Access PDF versions of the CPE & Training Catalog and other current catalogs.
- View course lists for online courses, seminars, workshops, conferences, and self-study.

To log into Checkpoint Learning:

1. Go to <https://checkpointlearning.thomsonreuters.com>.

The **Checkpoint Learning** page appears. (See above for what you can do on this page.)

2. Locate the **Checkpoint Learning Login** section on the right side of the screen.
3. Complete the following fields:
 - **User Name** – Enter your Checkpoint Learning user name.
 - **Password** – Enter your Checkpoint Learning password.

Note: Leave the **Organization ID** field blank. This field is for Firm Administrators only.

4. Click the **Go** button.

Checkpoint Learning opens with your **Homerom** page as the default.

For support, go to <http://support.checkpoint.tr.com>, or call 800.431.9025.

If You Have Forgotten Your User Name or Password

If you have forgotten your Checkpoint Learning user name or password, contact your organization's Checkpoint Learning Firm Administrator.

Call 1.800.431.9025 for assistance in locating your Firm Administrator.

Online Grading

Online Grading provides access to self-study print-based course exams. There's no need to mail in your answers and wait for a response. You can complete these course examinations and receive real-time test results. After passing the exam, the activity will appear on your Checkpoint Learning **Activity History** and the certificate will appear in your list of certificates on the **Course Completion Certificates and Learning Documents** page.

Online Grading features include:

- **Around the Clock Grading** – Final exams can now be submitted for grading any time day or night and you get immediate results. Once you successfully complete the final exam your certificate of completion can be printed.
- **No Express Grading Fees** – Only a nominal grading fee is charged for online exams. Grading is immediate with no additional charge.
- **Easy Access to CPE Course Certificates** – Retrieve and print any and all CPE course certificates for successfully completed Online Grading Center print-based courses.

While taking an exam, the activity appears on **Homeroom** in the **In Progress** section.

After passing the exam, the activity appears on **Activity History**.

Locate Online Grading Exam Guidebook

Use the following steps to locate and download the guidebook associated with an online grading exam.

To locate the guidebook for an Online Grading exam:

1. Click **Search Courses Tab**.
The **Advanced Search** page appears.
2. In the **Media Format** section, select the **Print-based with OG** check box.
3. Click the **Search** button.
A list of exams with print-based guidebooks appears.
4. Click the **PDF** button for the course guidebook you want.
The **File Download** window appears.

Note: You can either open the document or save it.

5. To save the PDF document, click the **Save** button.
The **Save As** window opens.
6. Browse to the location where you want to save the file.
7. Click the **Save** button.

Access the Exam Certificate

After passing an exam, you can access the course certificate from **Activity History**.

To access the course certificate:

1. Click **Activity History**.

The **Activity History** page appears.

2. Click **Certificates & Documents** from the **Activity History Menu** on the left side panel.

The **Course Completion Certificates and Learning Documents** page appears.

If You Need Assistance

If you need assistance with Online Grading, please call Customer Support at 1.800.431.9025.

Purchase Online Grading Exams

Checkpoint Learning's Online Grading feature provides access to self-study, print-based course exams.

To purchase Online Grading exams:

1. Click **Online Grading**.

The **My Exams** page appears.

2. Click **Purchase Exam** in the left side bar (or click the **Buy Exam** button on the right).

The **Purchase Exams** page appears.

3. Scroll down the list to find the exam you want, or enter search criteria to find your course:
 - **Exam Code** – Enter the exam code of the desired Online Grading course you want to take.
 - **Title** – Enter the title of the desired Online Grading course you want to take.

4. Click **Search**.

The search result displays the exam or exams that match your search criteria.

5. Select the check box for the exam you want to purchase.
6. Click the **Buy Now** button at the bottom of the page.

The **Shopping Cart** page appears.

Note: If you have not yet entered a shipping address for your Checkpoint Learning account, you will be prompted to complete the shipping address form. Complete the form and click **Continue**.

7. Review your order and click the **Continue** button.

The **Billing & Shipping** page appears.

8. In the **Billing Information** section, enter the following information:
 - **Payment** – Select an option from the drop-down list.
 - **First Name** – Confirm or type your first name.
 - **Last Name** – Confirm or type your last name.
 - **Card Number** – Type your credit card number in the field.
 - **Expiration** – Select the credit card expiration date from the month and year drop-down lists.
 - **My Bill To address matches the billing address on my credit card** – Select this check box if true.
 - **Address 1** – Type the billing address in the field.

- **City** – Type the billing city in the field.
- **State** – Select the billing state from the drop-down list.
- **Zip Code** – Type the billing zip code in the field.

9. Click the **Continue** button.

The **Order Summary** page appears.

10. Click the **Complete Checkout** button.

The **Your Receipt** page appears.

When you are ready, you can [take the exam](#) you just purchased.

Access Purchased Courses

Once an On-Demand course or Online Grading exam is purchased the course is displayed in the **Thomson Reuters On-Demand Learning (Courses Available)** section on the **Learning** page and **Homerom** page. However, if a subscription package is purchased, the On-Demand courses are displayed on **Search Courses Tab**.

Purchased live events (webinars, webcasts, seminars and conferences) are displayed on the Live Learning calendar on the **Homerom** page.

Once you have purchased any Seminars and Conferences, they are displayed on the **Search Courses Tab** page.

Note: On the **Search Courses Tab** page, you can search for **Webinars/ webcasts** and **Seminars/Conferences** by checking respective options. However, the **Seminars/Conferences** option will be grayed out if your package does not provide access to Seminars and Conferences or if you have not purchased any Seminar/ Conferences.

Premier, Professional, and Compliance Package Users

When the Premier, Professional or Compliance packages are purchased, **Search Courses Tab** is displayed in the respective account. This lists all the training courses that have been purchased (approximately 500 in various formats, topics, and fields of study). The package includes the following continuing education formats:

- Online Self Study (Online Method)
- Online Self Study (Download Method)
- Print-Based with OG (Online Grading)
- Webinars

All the purchased programs are displayed in **Search Courses Tab**. Search for specific courses by topic, term, or format. You can also sort the available list of courses on the Search Courses Tab page by Title, CPE date or event date.

Note: If a purchased course has been retired, Checkpoint Learning displays notifications of suggested replacements for the previously entitled but subsequently retired course.

For online courses, select the format (download or online), and then click the **Launch** button.

Note: Be sure to disable any pop-up blockers prior to clicking the Launch button or the course will be blocked from opening in a new window.

Take Online Grading Exams

Once you [purchase](#) an online grading exam, you can go to **Online Grading** or **Homeroom** to take the exam.

To take an exam from the Online Grading :

1. Click **Online Grading**.

The **My Exams** page appears.

2. In the **Exams Purchased** section, click the exam title that you want to take.

Once launched, the exam appears in the **Exams in Progress** section on the **My Exams** page.

To take an exam from Homeroom :

1. Click **Homeroom**.

The **Homeroom** page appears.

2. In the **Thomson Reuters On Demand Learning (Courses Available)** section, either click the **Launch Exam** link or click the exam title for the exam that you want to take.

Note: If you have purchased a subscription package, your purchased exams appear instead on **Search Courses Tab**.

Once launched, the exam appears in the **In-Progress** section on the **Homeroom** page.

View Online Grading Exam Results

Upon completion of an Online Grading exam, your results are automatically posted in your Activity History.

To view your Online Grading exam results:

1. Click **Activity History**.

The **Activity History** page appears.

2. Click the title of the Online Grading exam whose results you want to view.

The **Activity Profile** page appears with activity and accreditation details.

Support for Firm Professionals

For more information regarding administrative policies, please contact your Firm Administrator or Customer Support at 1.800.431.9025.

For all public product documentation, answers, and additional resources, go to the Customer Help Center [here](#).

For information regarding technical, product, and customer support, please use the following contact information.

Support Group	Phone Number and Email Address	Issues/Questions
Technical Support	1.800.431.9025 (follow option prompts) checkpointlearning.techsupport@thomsonreuters.com	Answer calls and emails relating to: <ul style="list-style-type: none"> • Browser-based • Certificate discrepancies • Downloading/Accessing courses • Migration questions • Feed issues
Product Support	1.800.431.9025 (follow option prompts) checkpointlearning.productsupport@thomsonreuters.com	Answer calls and emails relating to: <ul style="list-style-type: none"> • Functionality (how to use, where to find) • Content questions
Customer Support	1.800.431.9025 (follow option prompts) checkpointlearning.cpecustomerservice@thomsonreuters.com	Answer calls and emails relating to: <ul style="list-style-type: none"> • Billing • Existing orders • Cancellations • Webinars • Certificates