

How to Access Your Xactimate Workbook

Step-by-Step Guide with Screenshots

Before You Begin:

Make sure you've completed the workbook purchase process using the coupon code in the Digital workbook email. Once purchased, follow these steps to access and navigate your digital workbook.

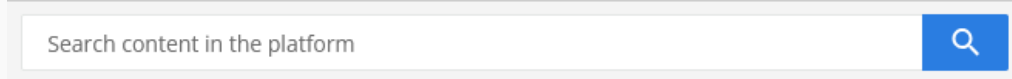
Step 1: Navigate to Xactware Classroom and Login

1. Go to: <https://learn.xactware.com/learn>
2. Login using your **Xactware ID** (the same name and email address you use to login to Xactimate)

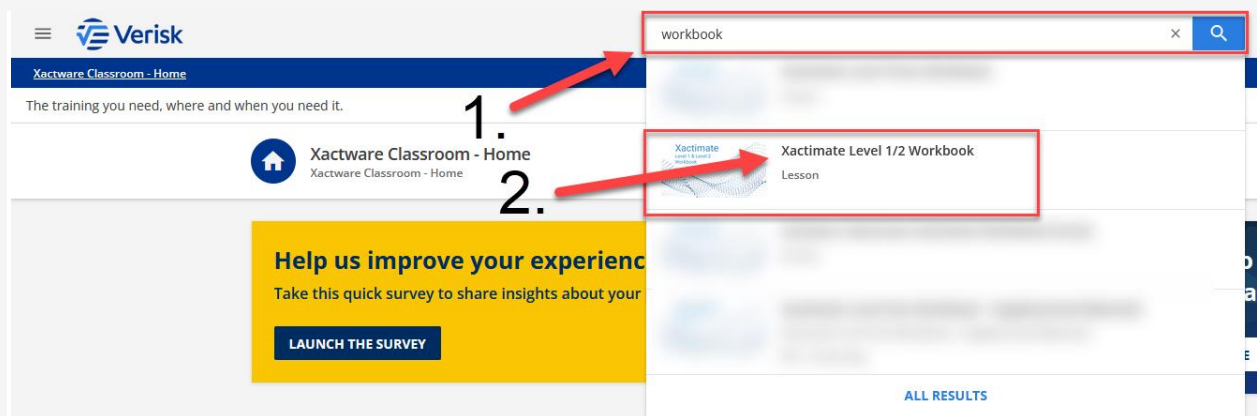
Step 2: Search for Your Workbook

At the top of the page, click in the **search field**

(Note: Before typing, you'll see "Search content in the platform" placeholder text as in the image below)

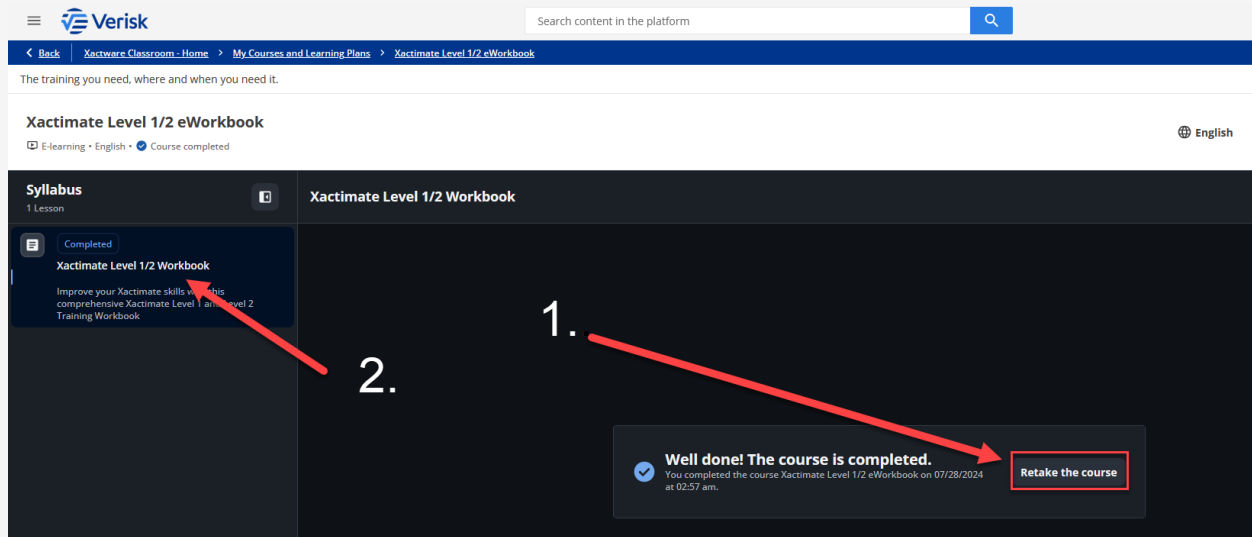


1. Type **workbook** (see image below)
2. Click on "**Xactimate Level 1/2 Workbook**" in the search results



Step 3: Open the Workbook Course

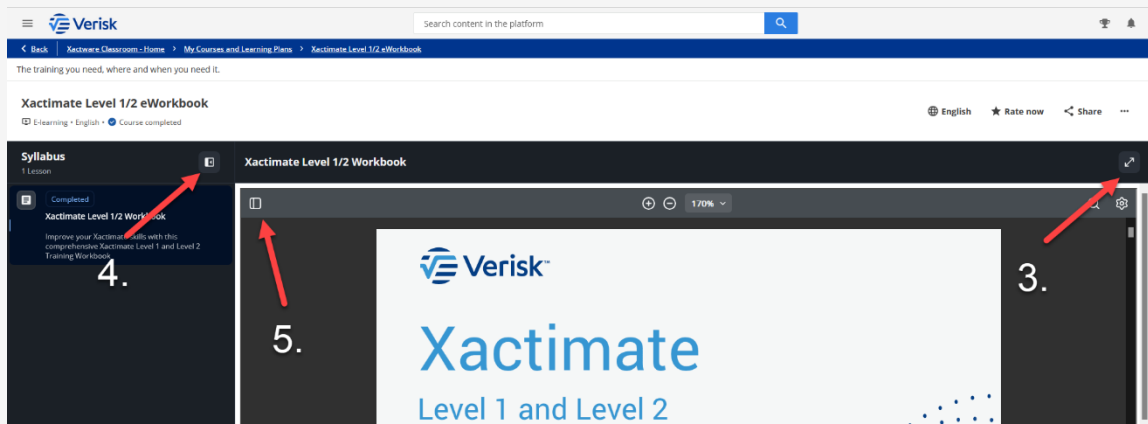
1. Click the **"Take the course"** button (or **"Retake the course"** if you've accessed it previously)
2. In the left sidebar, Click **"Xactimate Level 1/2 Workbook"** listed under the Syllabus



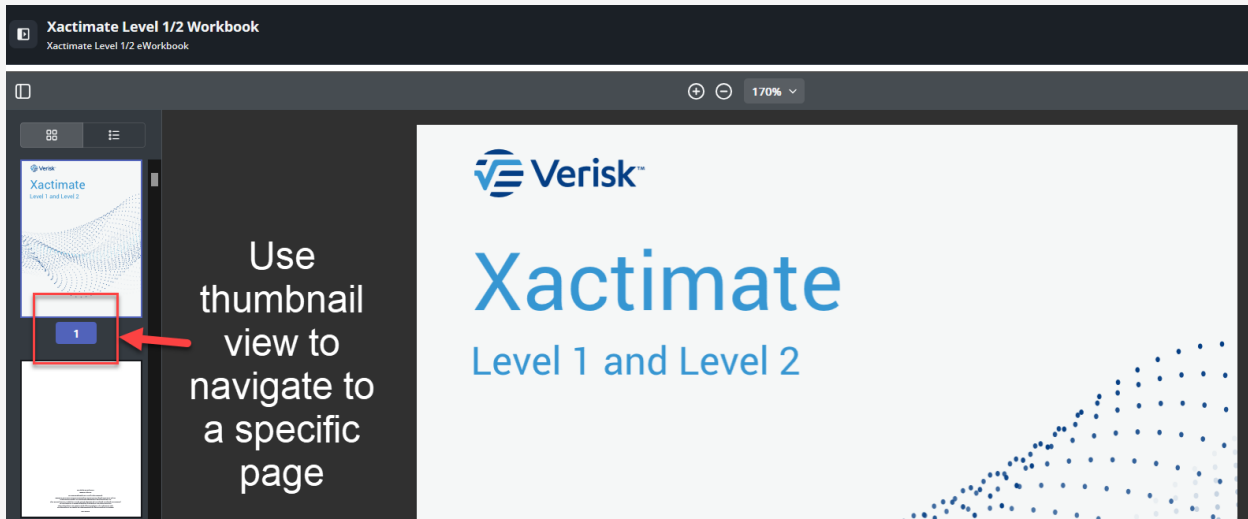
Note: The message "Well done! The course is completed" appears if you've accessed the workbook before. Simply click "Retake the course" to open it again.

Step 4: Optimize Your Workbook View

3. Click the **expand icon** (top right) to maximize the lesson view
4. Click **"Close Syllabus"** (left sidebar) to give yourself more viewing space
5. Click the **sidebar icon** (left side) to view the page thumbnails and navigate to specific pages



Step 5: Your Workbook is Ready!



The screenshot displays the Xactimate Level 1/2 Workbook interface. On the left, a thumbnail view shows a grid of pages, with the first page (labeled '1') highlighted by a red box and a red arrow. A text overlay on the left reads: "Use thumbnail view to navigate to a specific page". The main view on the right shows the Verisk logo, the title "Xactimate", and the subtitle "Level 1 and Level 2". The interface includes a top navigation bar with the title "Xactimate Level 1/2 Workbook" and "Xactimate Level 1/2 eWorkbook", and a zoom control set to 170%.