



2022 Winter Workshop | December 14 & 15

Autodesk Docs

Hands-on workshop

John Herridge

AEC Technical Marketing Mgr | Autodesk, Inc.



About me



John Herridge

AEC Technical Marketing Mgr
Autodesk, Inc.

- 35 years of AEC industry experience
- 16 years with Autodesk Education team
- Autodesk University speaker for multiple years
- Autodesk Certified Instructor Platinum

Email | john.herridge@autodesk.com

Zoom Housekeeping

The screenshot shows a Zoom meeting window with several callouts:

- 1**: A dialog box titled "Choose ONE of the audio conference options" with buttons for "Phone Call", "Computer Audio", and "Call Me". A "Join with Computer Audio" button is highlighted, with a sub-note "Test Speaker and Microphone". A checkbox at the bottom reads "Automatically join audio by computer when joining a meeting".
- 2**: A red circle highlighting the bottom toolbar area.
- 3**: A red circle highlighting a right-click context menu over a video tile of a man. The menu items are: "Unmute My Audio" (with "Alt+A" shortcut), "Start Video", "Choose Virtual Background...", "Choose Video Filter...", "Edit Profile Picture", and "Rename".
- 4**: A red circle in the top right corner of the meeting window.
- 5**: A red circle in the top left corner of the meeting window.
- 6**: A red circle highlighting the "Participants" button in the bottom toolbar.
- 7**: A red circle highlighting the "Chat" button in the bottom toolbar.
- 8**: A red circle highlighting the "Share Screen" button in the bottom toolbar.

Key Zoom Notes

- 1) Audio Options
- 2) Mute / Unmute & Video Status
- 3) Additional features menu (R-click)
 - Virtual background / filter
 - Profile picture
 - Change displayed name
- 4) Attendee view options
- 5) Meeting being recorded
- 6) Participants list pane
- 7) Chat (Q&A)
- 8) Share screen – if applicable

Event Q&A in Slido

How to join:

- Scan the QR code



OR

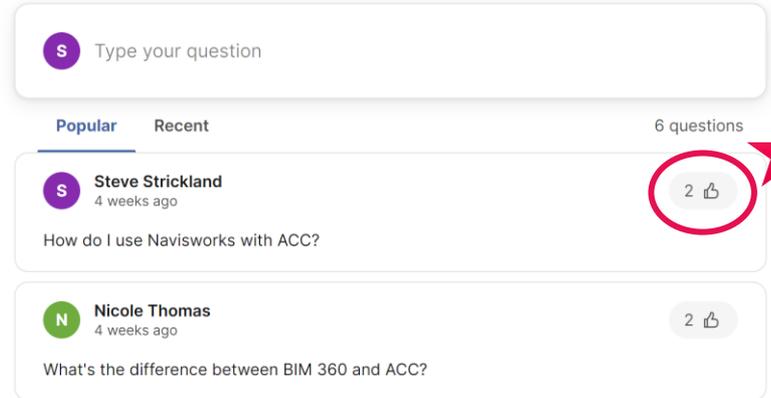
- Go to Slido.com and enter code **#2330806**

Joining as a participant?

2330806



- Enter your email address & name
- Confirm email with verification code



Welcome to
**Autodesk Digital Construction
School – Winter 2022**
Nov 14 – Dec 15, 2022

Email address *

Full name *

I agree to use my profile details while using Slido. [Learn more](#)

Join event

[Back to search](#)



Verify your email

Please check your email inbox for PIN code we have sent you to

Enter verification code

Confirm

Resend code

Didn't get the email? Check also spam and junk folders.

Workshop session details

Welcome to Autodesk DCS Winter 2022 - Imperial Inbox x 🔗

Autodesk Construction Cloud <acc-no-reply@autodesk.com> 2:43 PM (1 minute ago) ☆ ↶ ⋮
to me ▾

Autodesk Education Training • Autodesk DCS Winter 2022 - Imperial



Welcome to Autodesk DCS Winter 2022 - Imperial

Student ADSK,
Nicole Thomas added you as a member to Autodesk DCS Winter 2022 - Imperial.

If you can't access the project, [contact Nicole Thomas](#), the project administrator who invited you to this project.

[Go to your project](#)

Sign in

Email

hame@example.com

[NEXT](#)

[NEW TO AUTODESK? CREATE ACCOUNT](#)



Autodesk Construction Cloud

added to your address book to ensure you receive emails.

© 2022 Autodesk, Inc. All Rights Reserved.

Product ID: 03362064001192

- **Autodesk ID** email **MUST** match registration email
- **Project Invite emails** sent to all workshop registrants for both imperial & metric projects from: acc-no-reply@autodesk.com
 - Go to your Project
 - Sign in or Create Account
- Content is repeated everyday for all workshop sessions
- No software installations required for training
- Google Chrome is recommended browser
- Licenses & projects active for 30 days

Questions - Email us at construction.cloud.edu@autodesk.com

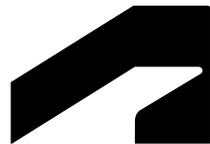
Autodesk Docs workshop dates and times

<i>*Times shown are U.S. Eastern Time</i>	DAY 1 Wednesday, December 14 th	DAY 2 Thursday, December 15 th
11:00 – 11:15 am	WELCOME / OPENING REMARKS	
11:15 am – 12:30 pm	Autodesk Docs Document Management	Autodesk Takeoff 2D & 3D Quantity Takeoff
12:45 – 2:00 pm	Autodesk BIM Collaborate 3D Model Coordination	Autodesk Build Project & Field Management
2:00 – 2:30 pm	OPEN OFFICE HOURS / Q&A	
2:30 – 3:45 pm	Autodesk Build Project & Field Management	Autodesk BIM Collaborate 3D Model Coordination
4:00 – 5:15 pm	Autodesk Takeoff 2D & 3D Quantity Takeoff	Autodesk Docs Document Management

Presentation agenda

- Classroom ready assets
- About Autodesk Docs
- Account and project administration
- Autodesk Docs (Hands on)
- Best practices
- Learning resources and case studies
- Q & A



A close-up, low-angle shot of a laptop hinge, showing the metallic frame and the screen's edge. The lighting creates strong highlights and shadows, emphasizing the mechanical details.

Autodesk Docs

Classroom ready exercises

Classroom ready exercises

Autodesk Construction Cloud



Autodesk Takeoff for quantification

- 2D takeoff workflows
- 3D takeoff workflows

Autodesk Docs

- Document management

Course applications

Construction estimating 1 & 2
Introduction to BIM

Autodesk Build for field management

- Submittal workflows
- RFI workflows
- Issue workflows

Autodesk Docs

- Document management

Course applications

Construction management
Jobsite / Field management

Assets include:

For educators

- Getting started guide
- Exercise answer key
- FAQ
- Datasets (RVT, PDF, XLS)

For students

- Getting started guide and exercises

Classroom ready exercises

Autodesk Construction Cloud



Available now for download !

Autodesk Construction Cloud classroom assets

Access student exercises for preconstruction and field management using a cloud-based construction platform to reduce project risk and improve efficiency.



Autodesk Takeoff for quantification

These exercises introduce students on how to quantify projects for estimating in Autodesk Takeoff from 2D sheets and 3D models.

[Download assets](#)



Autodesk Build for field management

These exercises introduce students on how to manage building projects in Autodesk Build using RFIs, checklists, and submittals.

[Download assets](#)



Coming in 2023 – Model Coordination with BIM Collaborate

Workshop prework

Autodesk Docs



Launch
Google Chrome



Login
acc.autodesk.com



Open project
Autodesk DCS Winter 2022
- Imperial or Metric



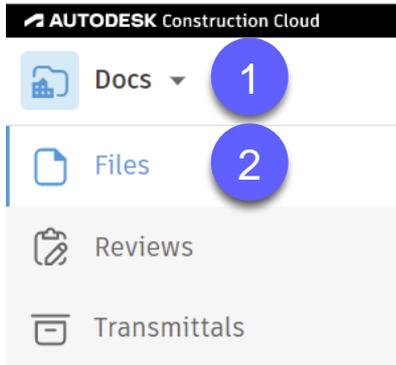
Account name:
Autodesk Education Training

Workshop prework

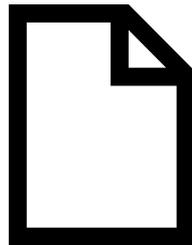
Autodesk Docs



Set Module to Docs



Download Autodesk Workshop handout



Project Files

Folders Holding area

For the Field

Project Files

_Instructor Handouts

Class Project

Takeoff Files

Team 1

Team 2



3



Name ^

2

Open in browser

Move

Copy

Rename

Share

Lock

Delete

Edit attribute values

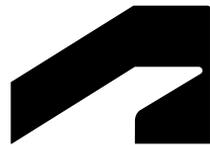
View file activities

Download source file

Submit for review

Create transmittal

4



About Autodesk Docs

The value of Autodesk BIM Collaborate



**Connected
Teams**



**Connected
Workflows**



**Connected
Data**

Autodesk Construction Cloud Products

AUTODESK BIM Collaborate

Empower BIM experts to improve constructability of models, increase transparency in managing risk, and facilitate more efficient design collaboration.



Design Collaboration



Automated Clash Detection



Aggregated Model Coordination



Issue Management



PlanGrid Build Mobile App

AUTODESK Takeoff

Enable estimators to perform more accurate 2D takeoffs and generate automated quantities from 3D models.



2D Takeoff



3D Takeoff



Scope Analysis

AUTODESK Build

Empower builders with a field execution and project management solution to seamlessly collaborate and deliver construction projects on time, on budget.



Project Management



Cost Management



Quality Management



Project Closeout



Safety Management



PlanGrid Build Mobile App

AUTODESK Docs

Organize, distribute, and share files on a single, connected document management platform, ensuring all team members have access to the information they need.

***Not sold as standalone subscription**



Document Control



Document Versioning



Document Approvals



PlanGrid Build Mobile App

INSIGHT

Get up to speed with what's going on in a project, assess trends and patterns in project data, identify any gaps and problems, and use predictive risk data to improve project efficiency.

Dashboards

Reporting

Construction IQ

Data Connector

AUTODESK Docs

Organize, distribute, and share files on a single, connected document management platform, ensuring all team members have access to the information they need.



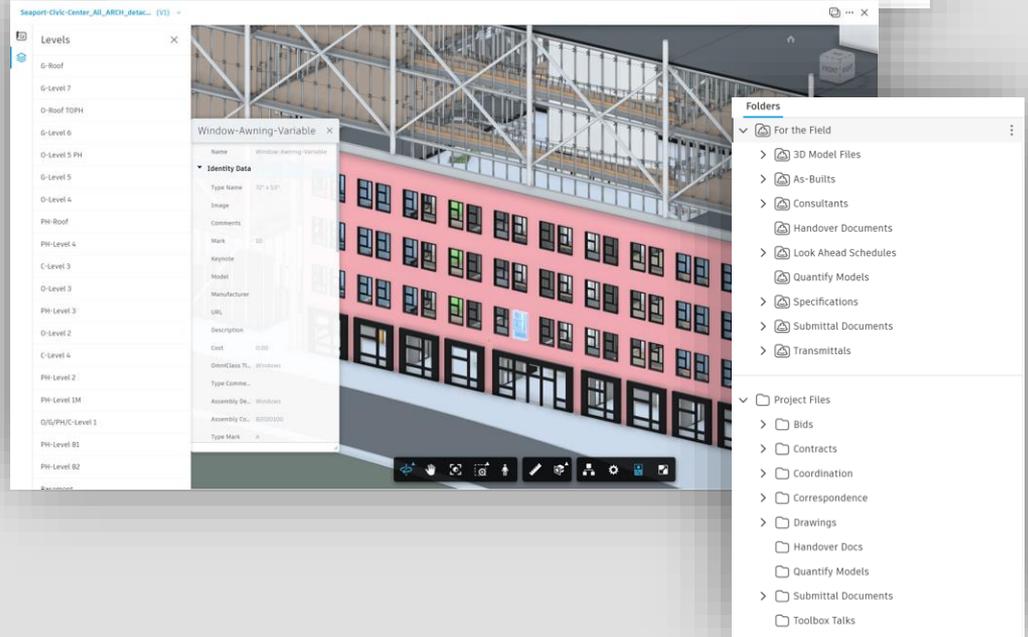
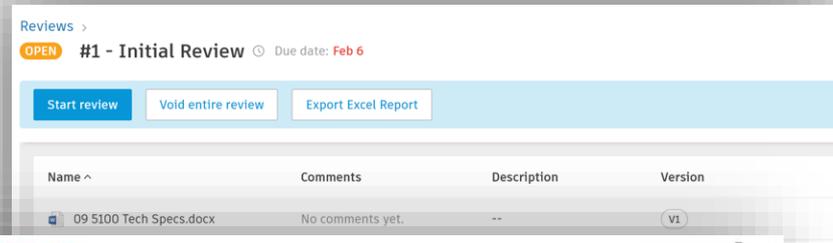
Document Control



Document Versioning



Document Approvals



Autodesk document management and integrations

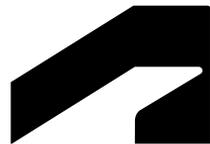


AUTODESK
Docs

A cloud-based common data environment that provides document management and control to the entire project team

 **AUTODESK**
Construction Cloud

Issue integrations:
Easily access issues across Navisworks and Revit to fix models, validate designs, and close out issues.



Autodesk Docs

Account administration

Quick start guide

Autodesk Docs and Autodesk Takeoff getting started guide



Autodesk Docs and Autodesk Takeoff quick start guide

Instructions: Print out a paper copy of this quick start guide to assist you in the administrative setup process. Or, navigate through the topics in this document using the hyperlinked tasks.

Step 1

Account admin setup

- [Get product](#)
- [Activate account](#)
- [Create roles](#)
- [Complete account settings](#)
- [Add members and assign product subscriptions](#)



30-60 minutes
to complete

Step 2

Project admin setup

- [Distribute student getting started guide](#)
- [Create project](#)
- [Activate products for project](#)
- [Set up folders and permissions](#)
- [Invite members to project](#)
- [Assign product access to members](#)



30-60 minutes
to complete

Account roles

Autodesk Construction Cloud

Account administration roles

- Primary admin: (only 1 per account permitted)
 - owner of the Autodesk Construction Cloud account
- Secondary admin: (only 1 per account permitted)
 - acts as a backup to primary admin and can perform the same functions

Primary admin key tasks

Autodesk Docs

Configure account

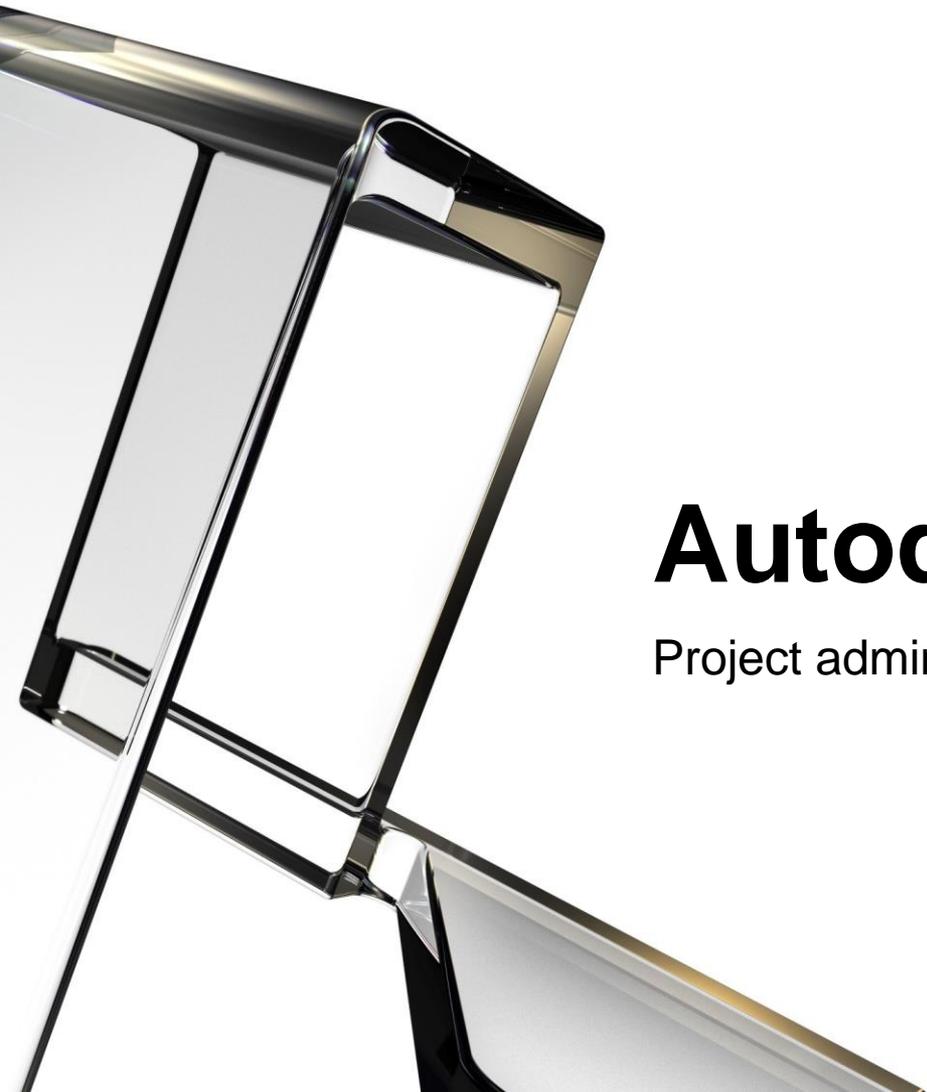
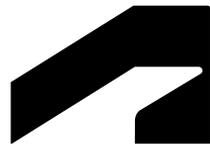
- Activate account
- General settings
- Advanced settings

Manage roles

- Create custom role
- Assign services to role

Member management

- Add members
- Assign product licenses

A 3D rendering of a transparent glass structure, possibly a modern building facade or a piece of art, is shown on the left side of the slide. It features sharp, angular lines and a mix of clear and frosted glass panels.

Autodesk Docs

Project administration and setup

Quick start guide

Autodesk Docs and Autodesk Takeoff getting started guide



Autodesk Docs and Autodesk Takeoff quick start guide

Instructions: Print out a paper copy of this quick start guide to assist you in the administrative setup process. Or, navigate through the topics in this document using the hyperlinked tasks.

Step 1

Account admin setup

- [Get product](#)
- [Activate account](#)
- [Create roles](#)
- [Complete account settings](#)
- [Add members and assign product subscriptions](#)



30-60 minutes
to complete

Step 2

Project admin setup

- [Distribute student getting started guide](#)
- [Create project](#)
- [Activate products for project](#)
- [Set up folders and permissions](#)
- [Invite members to project](#)
- [Assign product access to members](#)



30-60 minutes
to complete

Account roles

Autodesk Construction Cloud

Project level administration roles

- Account admin: (multiple people per account permitted)
 - manages and create projects
 - manage account members
 - manage project templates
- Project admin: (multiple people per account permitted)
 - manage project members, permissions
 - manage project details and locations
 - manage member notifications

Account or Project admin key tasks

Autodesk Docs

Create projects

- Create project
- Enable services for project

Create folders

- Assign role(s) and permission level
- Upload datasets

Invite students

- Assign role(s)
- Assign access level
- Assign services to be used on project

Account or Project admin key tasks

Autodesk Docs

Create projects

- Create project
- Enable services for project

Create folders

- Assign role(s) and permission level
- Upload datasets

Invite students

- Assign role(s)
- Assign access level
- Assign services to be used on project

Project admin – invite students

Autodesk Docs

AUTODESK Construction Cloud

Docs ▾ UniversityInitials_Year_ModuleNumber_M... ? John Herridge ▾

Files

Reviews

Transmittals

Issues

Reports

Members

Bridge

Settings

Files

Folders Holding area

Deleted items Settings ▾

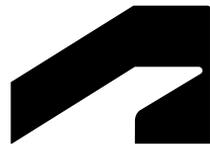
Project Files

- _Instructor handouts
- Class project
- Takeoff files

<input type="checkbox"/> Name ^	Description	Version	Synced with I	⚙️
<input type="checkbox"/> _Instructor handouts	--	--	↔	⋮
<input type="checkbox"/> Class project	--	--	↔	⋮
<input type="checkbox"/> Takeoff files	--	--	↔	⋮

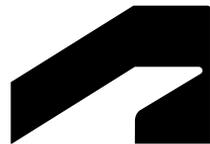
Showing 3 items

Questions and Answers



Autodesk Docs

Demonstration



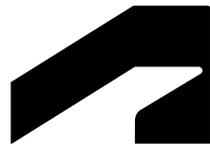
Autodesk Docs

Hands on

Autodesk Docs hands-on

- Autodesk Docs user interface overview
- Working with 2D PDFs
 - Measuring and markups
 - Compare versions
- Working with 3D Revit models
 - Measuring and querying model meta data
 - Compare versions





Autodesk Docs

Working with 2D PDF's hands on

Working with 2D PDF files | Exercise 1

Autodesk Docs

Open file:

Revit 2022_Small Bldg_All disciplines.pdf

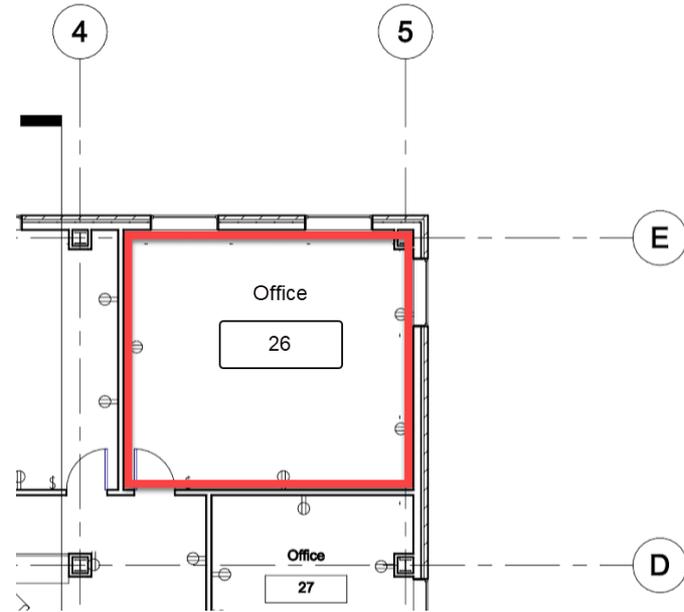
Open sheet: A102 – Second floor plan:

What is the approximate area of Office Room 26?

Answer: Room area

_____ square feet or

_____ square meters



Sheet and Measure tools used



Working with 2D PDF files | Exercise 2

Autodesk Docs

Open file:

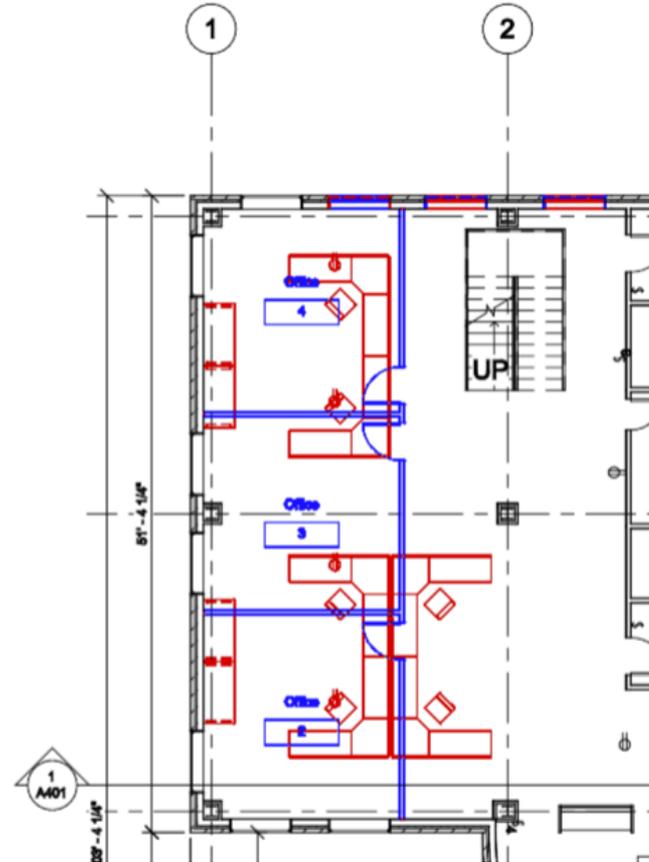
Revit 2022_Small Bldg_All disciplines.pdf

Compare Version 2 to Version 1 >
Sheets: A101 – First floor plan

Version 2: What has been added?

Version 1: What has been removed?

Compare tools used



Working with 2D PDF files | Exercise 2

Autodesk Docs

Open file:

Revit 2022_Small Bldg_All disciplines.pdf

Compare Version 2 to Version 1 >
Sheets: A101 – First floor plan

Version 2: What has been added?

Version 1: What has been removed?

Compare documents ⓘ



Document A [Change](#) | Document B [Change](#)

Revit 2022_Small Bldg_All disciplin | Revit 2022_Small Bldg_All disciplin

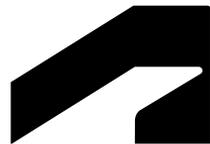


Version: v2 ▾ | Version: v1 ▾

Page: Sheets: A101 - First ... ▾ | Page: Sheets: A101 - First ... ▾

Cancel

Compare



Autodesk Docs

Working with 3D Revit models hands on

Working with 3D Revit models | Exercise 1

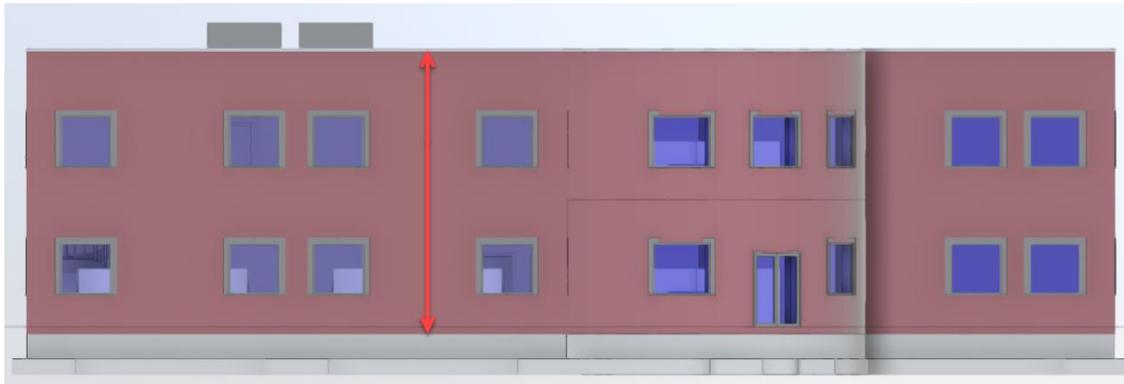
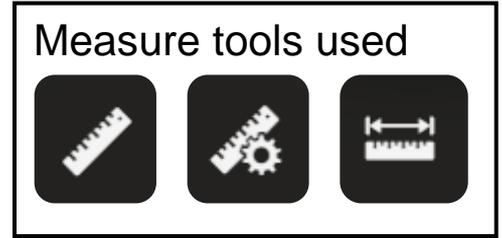
Autodesk Docs

Open file: Revit 2022_Small Bldg_All disciplines.rvt

Navigate to West Elevation:

What is the height of the exterior brick veneer wall along grid line 1?

Answer: Wall height _____ feet and inches or meters



Working with 3D Revit models | Exercise 2

Autodesk Docs

Open file:

Revit 2022_Small Bldg_All disciplines.rvt

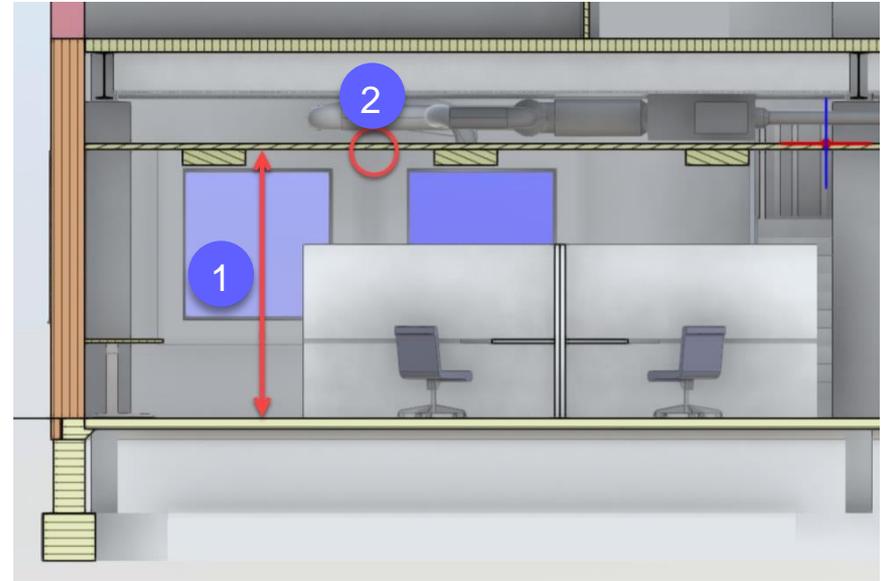
Create a Section Analysis view >
Add Y plane

What is the height offset of the ceiling system to the ground floor and the name of the Autodesk Revit ceiling type name?

Distance from floor to ceiling (mark 1)

_____feet and inches or meters

What is the Revit family type name (mark 2)?



Section tools used	Query tools used
	
	

Working with 3D Revit models | Exercise 3

Autodesk Docs

Open file:

Revit 2022_Small Bldg_All disciplines.rvt

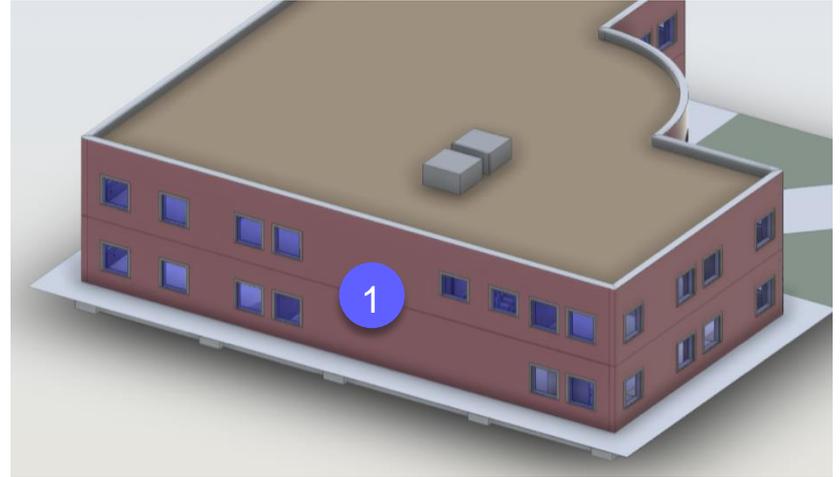
Compare Version 2 to Version 1 >

{3D} model view

What is the area now of the Exterior wall in version 2 on the First Floor on the North elevation?

_____ square feet or square meters

How much larger is it than Version 1?



Compare tools used



Working with 3D Revit models | Exercise 3

Autodesk Docs

Open file:

Revit 2022_Small Bldg_All disciplines.rvt

Compare Version 2 to Version 1 >

{3D} model view

What is the area now of the Exterior wall in version 2 on the First Floor on the North elevation?

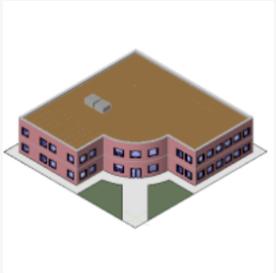
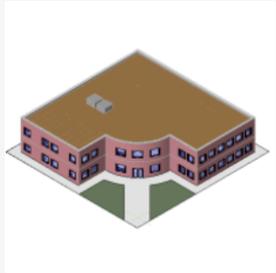
_____ square feet or square meters

How much larger is it than Version 1?

Compare documents ⓘ

Document A [Change](#) Document B [Change](#)

Revit 2022_Small Bldg_All discipln Revit 2022_Small Bldg_All discipln



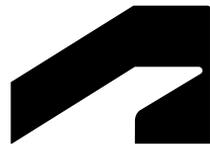
Version v2 v

Sheet / View {3D} v

Version v1 v

Sheet / View {3D} v

Cancel Compare



Autodesk Docs

Best practices

Default roles and custom roles

Autodesk Docs

Default role

Name	Permissions 
 John Herridge	 Manage
 Construction Manager	 Edit
 Student_1 Adskedu	
 Student_2 Adskedu	

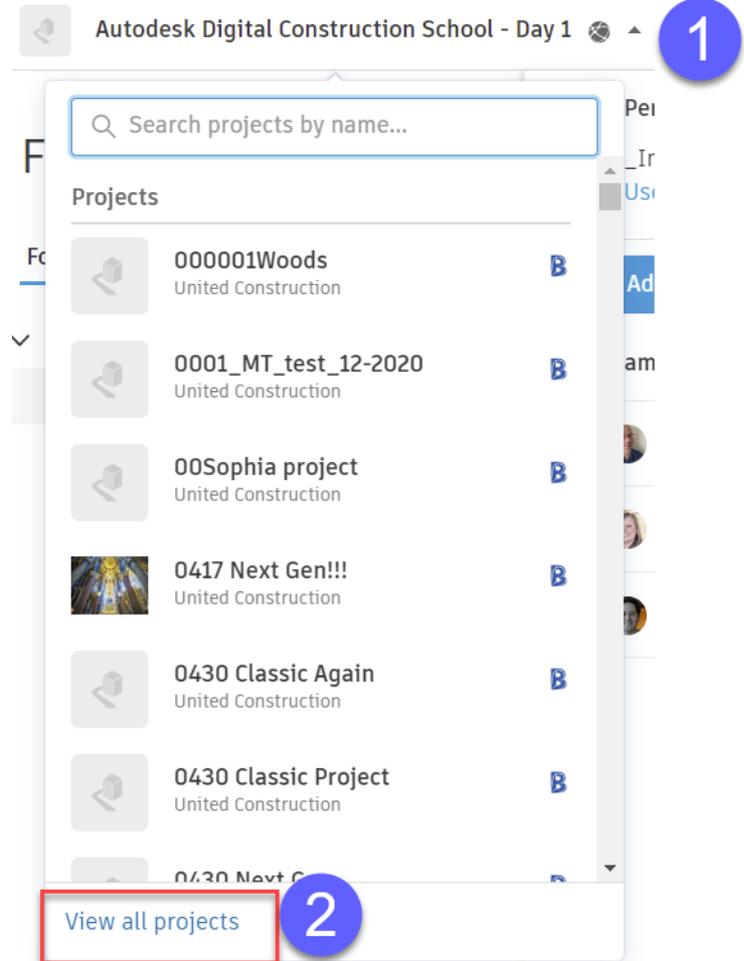
Custom role

Name	Permissions 
 John Herridge	 Manage
 Construction Mana...	 Edit
 Student	 View
 Student_1 Adsk...	
 Student_2 Adsk...	

Viewing all projects

Autodesk Docs

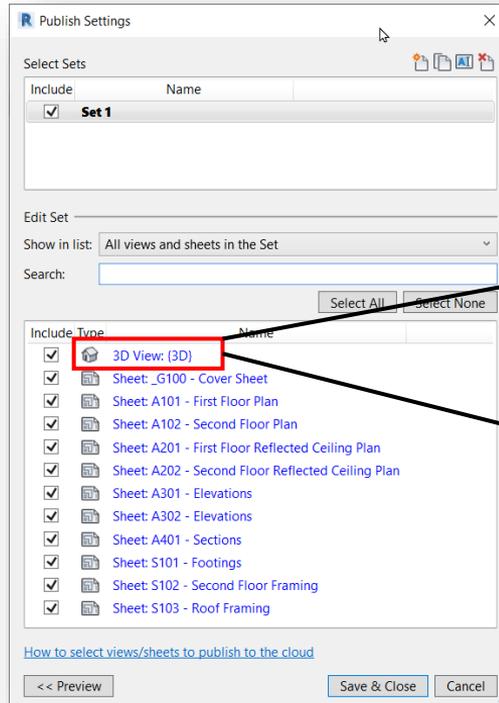
- Inside an existing project
 - Click project pulldown menu
 - Click View All Projects



Revit model - publication sets

Autodesk Docs

- Use sheet sets ; include 3D View: {3D} model view

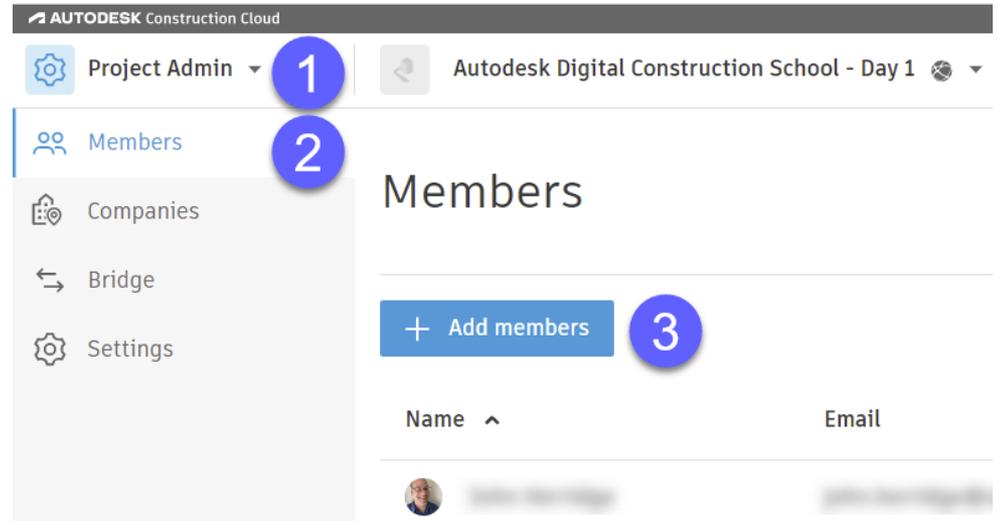


Include	Type	Name
<input checked="" type="checkbox"/>		3D View: {3D}
<input checked="" type="checkbox"/>		Sheet: _G100 - Cover Sheet
<input checked="" type="checkbox"/>		Sheet: A101 - First Floor Plan

Frequently asked questions

Autodesk Docs

- **Why can't my students see the project I invited them to see?**
 - Your student may have been invited to your account but not to a project. Select the Project then go to Project Admin and invite the student to the Project.



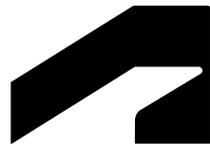
Frequently asked questions

Autodesk Docs

- **Why can't my students see any project files in the project I invited them to see?**
 - Most common question. You must also assign Permissions to the Project Files folder

The screenshot displays the Autodesk Construction Cloud interface. At the top, the header reads 'AUTODESK Construction Cloud'. Below this, the 'Docs' menu is highlighted with a blue circle containing the number '1'. The main navigation sidebar on the left includes 'Files', 'Reviews', 'Transmittals', 'Issues', 'Reports', and 'Members'. The 'Files' menu item is highlighted with a blue circle containing the number '2'. The main content area is titled 'Files' and shows a 'Holding area' with a list of folders: 'Project Files', '_Instructor Handouts', and 'Class Project'. The 'Project Files' folder is expanded, and the '_Instructor Handouts' folder is highlighted with a blue circle containing the number '3'. A red circle with three dots is positioned over the '_Instructor Handouts' folder, indicating a context menu. On the right side, the 'Permissions' section for the '_Instructor Handouts' folder is visible, showing 'Users: 3', 'Companies: 0', and 'Roles: 0'. Below this, a blue '+ Add' button is highlighted with a blue circle containing the number '4'. At the bottom of the permissions section, a table lists users with their names and roles. The first entry is 'John Herridge' with a 'Manage' role, indicated by three blue bars.

Name	Permissions
John Herridge	Manage

A 3D rendering of a transparent glass structure, possibly a modern building facade or a piece of art, is shown on the left side of the page. It features sharp, angular lines and a mix of clear and frosted glass panels.

Autodesk Docs

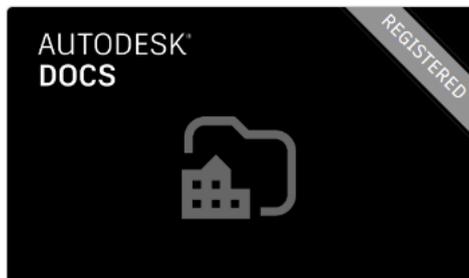
Learning resources and case studies

Learning resources

Autodesk Docs



Learn Autodesk Construction Cloud portal

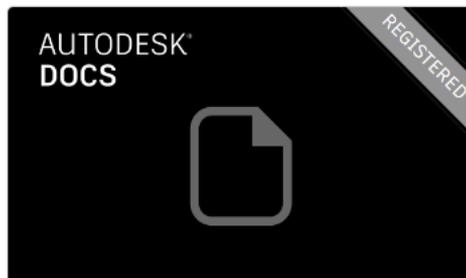


Getting Started in Autodesk Docs

Learn how to get started in Autodesk Docs!

FREE

8 min



Files in Docs

Learn how to manage, access, and review project files using a web browser and from your mobile device.

FREE

38 min

Course Overview (8 min)

 Introduction to Autodesk Docs (2 min)

▼ Getting Started in Docs

 Account Navigation (3 min)

 Project Navigation (1 min)

▼ Where to Find Help

 Help Resources (3 min)

  Short Survey *optional*

Partial listing shown

Case studies

Autodesk Docs



MILTON KEYNES UNIVERSITY HOSPITAL

Milton Keynes University Hospital uses Autodesk Construction Cloud to redefine patients' experience.

[→ Read story](#)



DPR CONSTRUCTION

DPR Construction consolidates its takeoff and quantification process with Autodesk Takeoff to increase team collaboration and coordination.

[→ Read story](#)

Partial listing shown

Questions and Answers



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