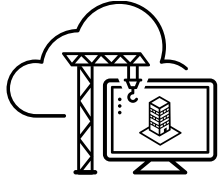


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Autodesk Construction Cloud





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SUMMER SCHOOL

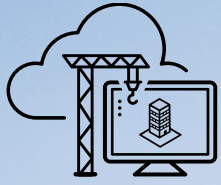


Mark Petrucci

Sr. Construction Technologist

Applied Software Technology, Inc.

- Civil Engineer, 30 years in the AEC Industry
- Autodesk Certified Instructor
- Technology User → Manager → Consultant
- Autodesk Construction Cloud Elite Partner

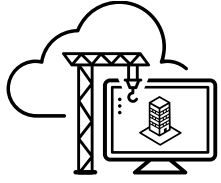


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AGENDA





AGENDA

- Autodesk Construction Cloud Overview
 - Unified vs BIM 360
- Account Administration
- Project Administration
- Project Setup
- Autodesk Docs (Hands On)
 - Review Interface
 - Create Folders, Upload Files
 - Assign Permissions
- Best Practices
- Q&A

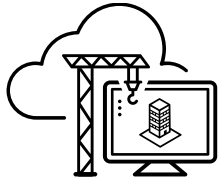


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SUMMER SCHOOL

Autodesk Construction Cloud

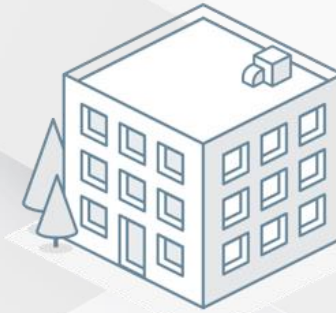
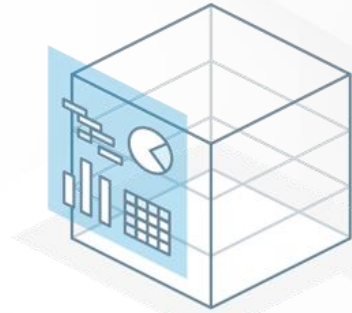
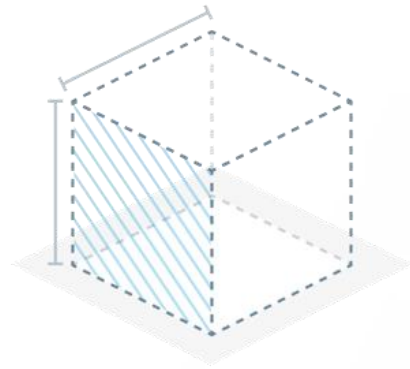




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AUTODESK CONSTRUCTION CLOUD™



DESIGN



PLAN

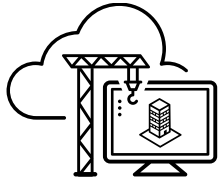


BUILD



OPERATE

A Unified Platform for AEC Project Delivery



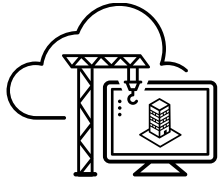
Autodesk Construction Cloud Platform

Unified Platform

- Autodesk Docs
- BIM Collaborate Pro
- BIM Collaborate
- Build
- Takeoff

BIM 360 Platform

- BIM 360 Docs
- BIM 360 Design
- BIM 360 Coordinate
- BIM 360 Build



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Autodesk Construction Cloud

C AUTODESK® BIM COLLABORATE

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



Design Collaboration (Inc. with Pro)



Automated Clash Detection



Aggregated Model Coordination



Issues Management

T AUTODESK® TAKEOFF

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



2D Takeoff



3D Takeoff



Scope Analysis

B 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

D 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

INSIGHT

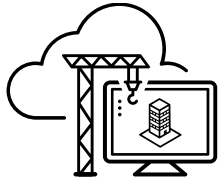
Get up to speed with what's going on in a project, assess trends and patterns in project data, identify any gaps and problems, and use predictive risk data to improve project efficiency

Dashboards

Reporting

Construction IQ

Data Connector



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BIM 360 Docs vs Autodesk Docs

The screenshot displays the Autodesk Construction Cloud interface. The top navigation bar includes 'Document Management' and the project name 'ABC Pro-Revit-Navisworks'. The user 'Mark Petrucci' is logged in. The main area shows a 'Project Files' view with a sidebar menu containing 'Plans', 'Project Files', 'ARCH', 'Consumed', 'MEP', 'Shared', and 'STR'. A secondary window shows a detailed view of the 'UP-ABC Pro-Revit-Navisworks' project with a 'Project Files' sidebar and a table of documents.

Name ^	Description	Version	Markup	Size
Consumed	--	--	--	--
Arch Base-Cloud Central-R2021.rvt		V5		60.7 MB

BIM 360 Docs

Autodesk Docs



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Autodesk Construction Cloud Admin Workflows



Subscription (License) Management

Licenses for Autodesk Construction Cloud



Autodesk provides licenses.

Responsible Person:
Contract Manager



Action:
Contract Managers ASSIGNS
licenses to students

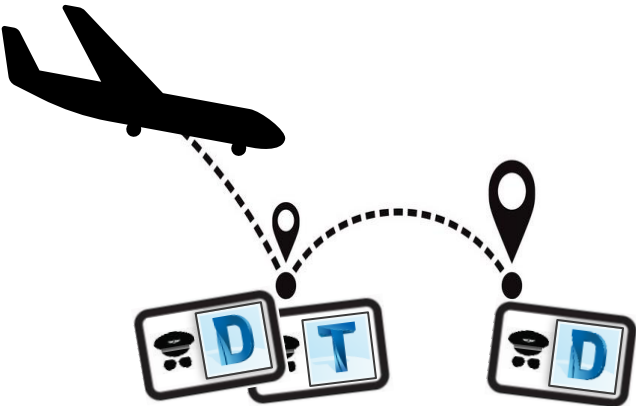


School invite Students to
Autodesk Construction Cloud

Responsible Person:
ACC Account Admins



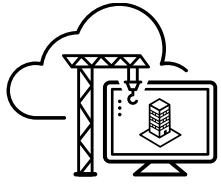
Action:
Account Admin invites students
to ACC



School invite Students to
project

Responsible Person:
ACC Project Admin

Action:
Project Admin invites student
to projects



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Autodesk Construction Cloud

C AUTODESK® BIM COLLABORATE


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



- Aggregated Model Coordination
- Issues Management

T AUTODESK® TAKEOFF

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



- 3D Takeoff
- Scope Analysis

B 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
- Quality Management
- Safety Management
- PlanGrid Build Mobile App

D 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 Approvals

Docs is included with AEC Collections (Revit, AutoCAD, etc) at no additional charge

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
- Reports
- Data Connector

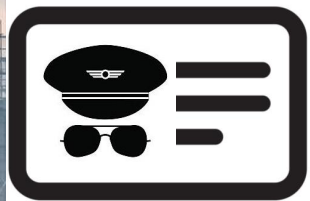


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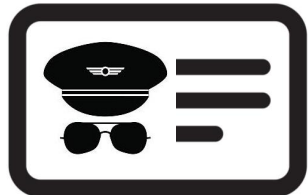
Autodesk

Assigning License

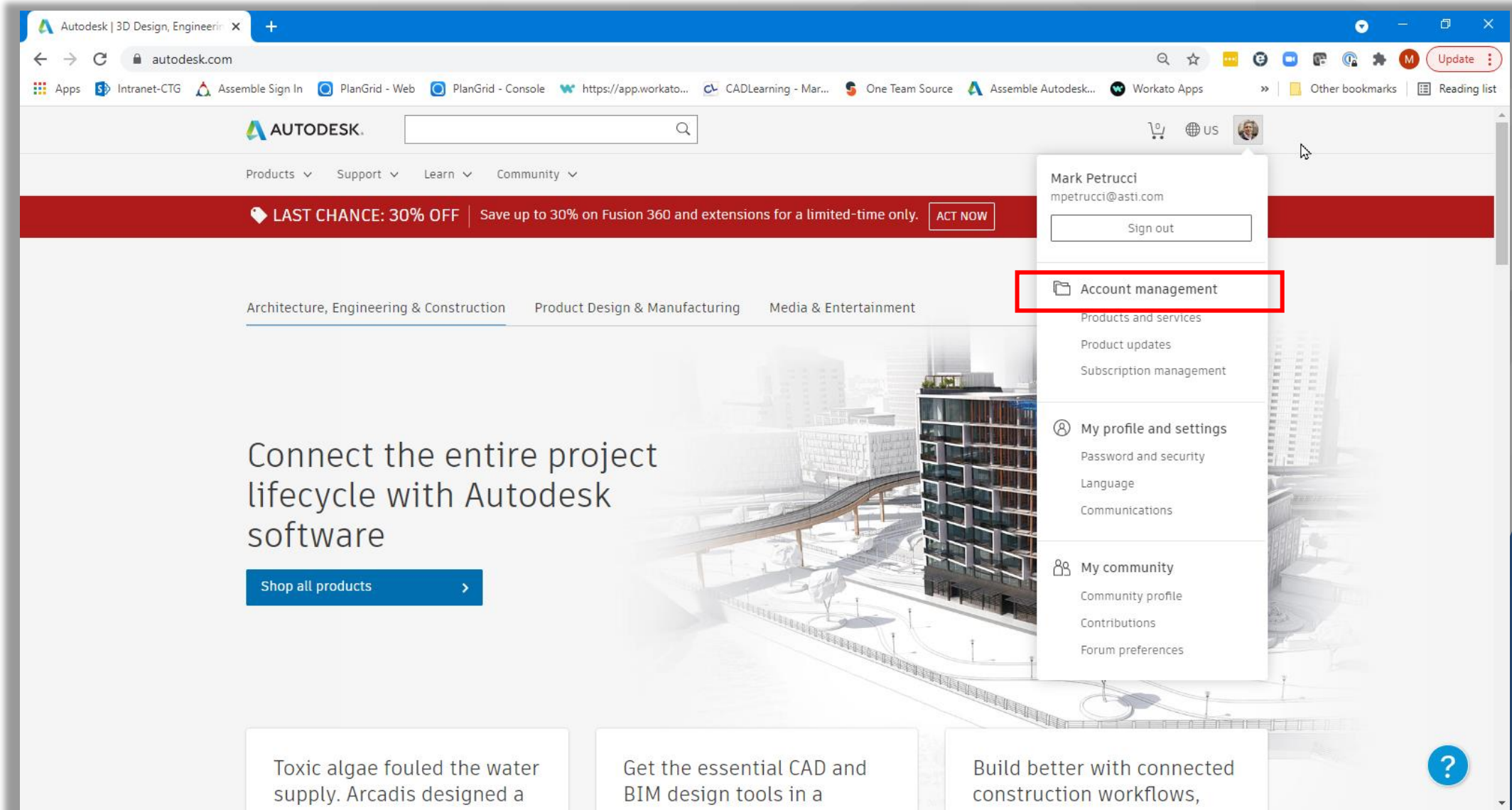


Assign Autodesk Subscription (License)

The image shows a browser window displaying the Autodesk website. A red circle with the number '1' is placed over the address bar, which contains 'autodesk.com'. Another red circle with the number '2' is placed over the 'SIGN IN' button in the top right corner of the page. The website header features the Autodesk logo and a navigation menu with items like 'Apps', 'Intranet-CTG', 'Assemble Sign In', and 'PlanGrid - Web'. A red banner below the header contains the text 'extensions for a limited-time only.' and an 'ACT NOW' button. The main content area has a large image of a building under construction and the text 'Connect the entire project lifecycle with Autodesk software'. Below this is a 'Shop all products' button. At the bottom, there are three columns of text: 'Toxic algae fouled the water supply. Arcadis designed a', 'Get the essential CAD and BIM design tools in a', and 'Build better with connected construction workflows,'. A question mark icon is visible in the bottom right corner.



Assign Autodesk Subscription (License)



The screenshot shows the Autodesk website interface. At the top, there is a navigation bar with the Autodesk logo, a search bar, and a user profile dropdown menu. The user profile dropdown menu is open, showing the user's name "Mark Petrucci" and email "mpetrucci@asti.com". Below the user information, there is a "Sign out" button. The "Account management" option is highlighted with a red box. Under "Account management", there are three sub-options: "Products and services", "Product updates", and "Subscription management". Below "Account management", there are two more main menu items: "My profile and settings" and "My community".

Autodesk | 3D Design, Engineerir x +

autodesk.com

Apps Intranet-CTG Assemble Sign In PlanGrid - Web PlanGrid - Console https://app.workato... CADLearning - Mar... One Team Source Assemble Autodesk... Workato Apps Other bookmarks Reading list

AUTODESK

Products Support Learn Community

LAST CHANCE: 30% OFF | Save up to 30% on Fusion 360 and extensions for a limited-time only. ACT NOW

Architecture, Engineering & Construction Product Design & Manufacturing Media & Entertainment

Connect the entire project lifecycle with Autodesk software

Shop all products >

Mark Petrucci
mpetrucci@asti.com

Sign out

Account management

- Products and services
- Product updates
- Subscription management

My profile and settings

- Password and security
- Language
- Communications

My community

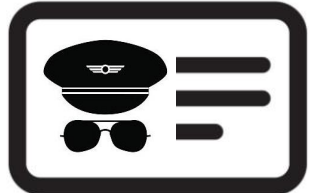
- Community profile
- Contributions
- Forum preferences

Toxic algae fouled the water supply. Arcadis designed a

Get the essential CAD and BIM design tools in a

Build better with connected construction workflows,

?







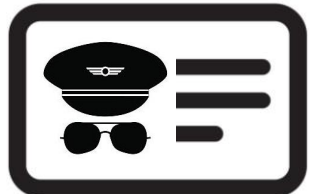
Assign Autodesk Subscription (License)

1 User Management

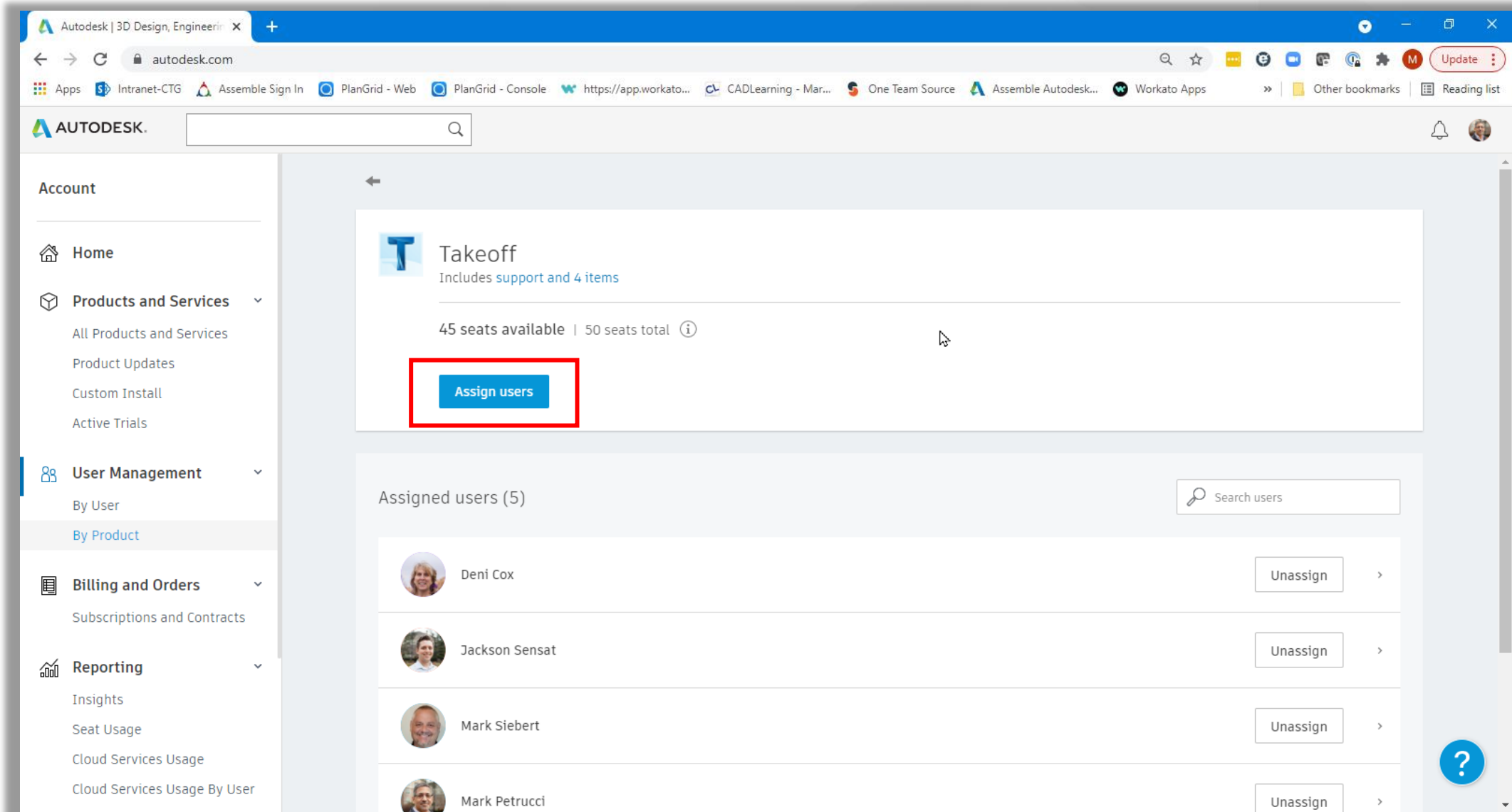
2 By Product

3 Takeoff

Name ↓	Seats available
 BIM Collaborate	98 of 100
 BIM Collaborate Pro	91 of 100
 Build - 5000	91 of 100
 Takeoff	45 of 50



Assign Autodesk Subscription (License)



The screenshot displays the Autodesk user management interface. The left sidebar contains navigation options: Account, Home, Products and Services, User Management, Billing and Orders, and Reporting. The main content area shows a 'Takeoff' subscription with 45 seats available out of 50 total. A blue 'Assign users' button is highlighted with a red rectangular box. Below this, a list of assigned users is shown, including Deni Cox, Jackson Sensat, Mark Siebert, and Mark Petrucci, each with an 'Unassign' button.

Account





- Home
- Products and Services
 - All Products and Services
 - Product Updates
 - Custom Install
 - Active Trials
- User Management**
 - By User
 - By Product
- Billing and Orders
 - Subscriptions and Contracts
- Reporting
 - Insights
 - Seat Usage
 - Cloud Services Usage
 - Cloud Services Usage By User

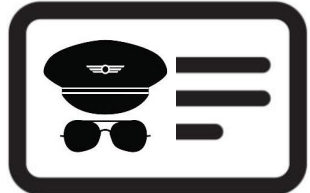
Takeoff
Includes support and 4 items

45 seats available | 50 seats total ⓘ

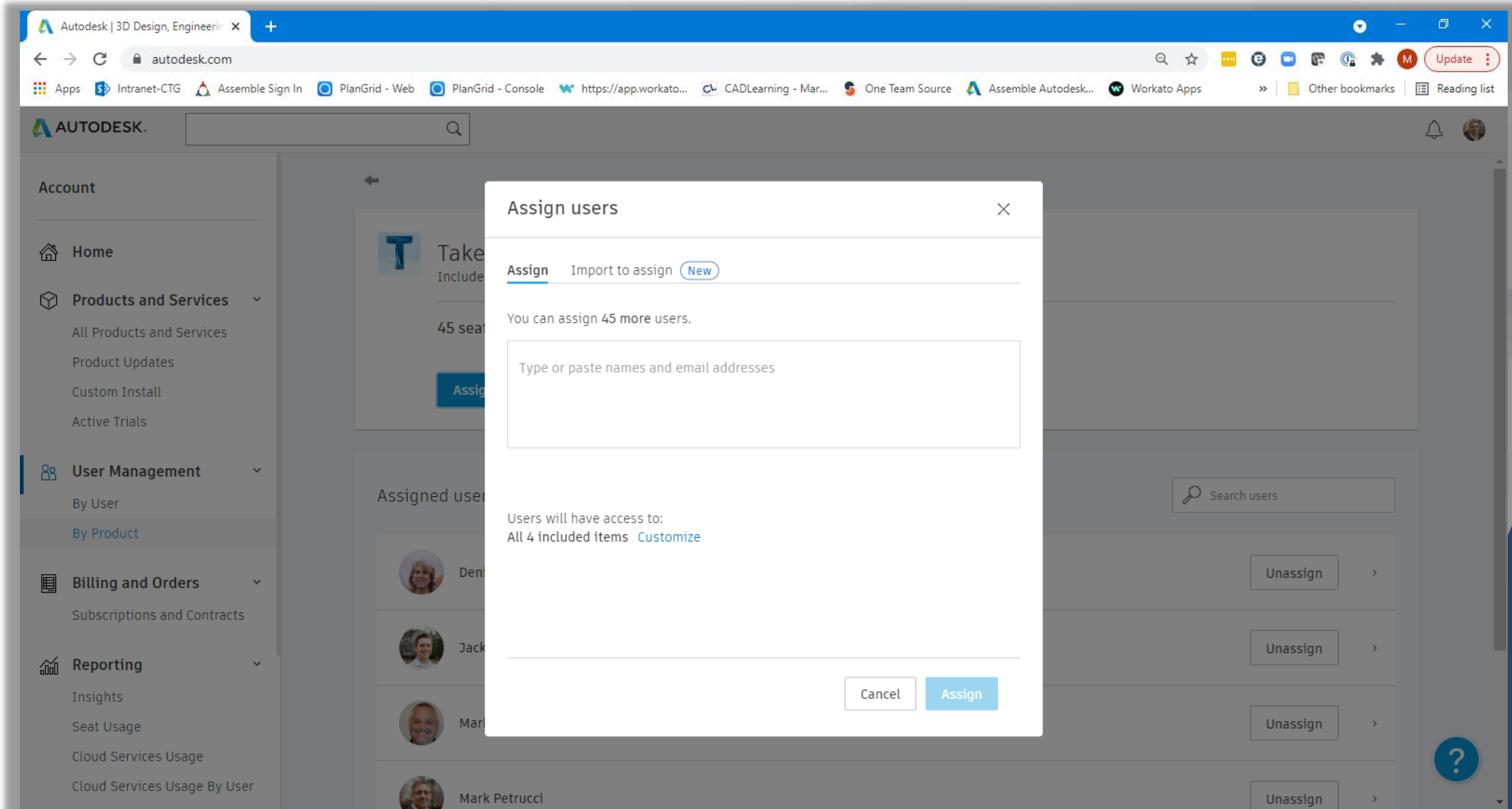
Assign users

Assigned users (5)

 Deni Cox	Unassign >
 Jackson Sensat	Unassign >
 Mark Siebert	Unassign >
 Mark Petrucci	Unassign >



Assign Autodesk Subscription (License)



The screenshot displays the Autodesk user management interface. A modal dialog box titled "Assign users" is open, showing options for "Assign", "Import to assign", and "New". The dialog indicates that 45 more users can be assigned and provides a text input field for names and email addresses. Below the input field, it states "Users will have access to: All 4 included items" with a "Customize" link. The background shows the "User Management" section of the Autodesk account page, with a list of assigned users and "Unassign" buttons.

Assign users

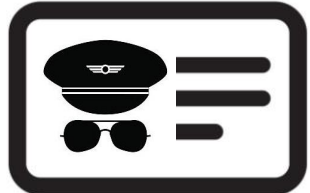
[Assign](#) [Import to assign](#) [New](#)

You can assign 45 more users.

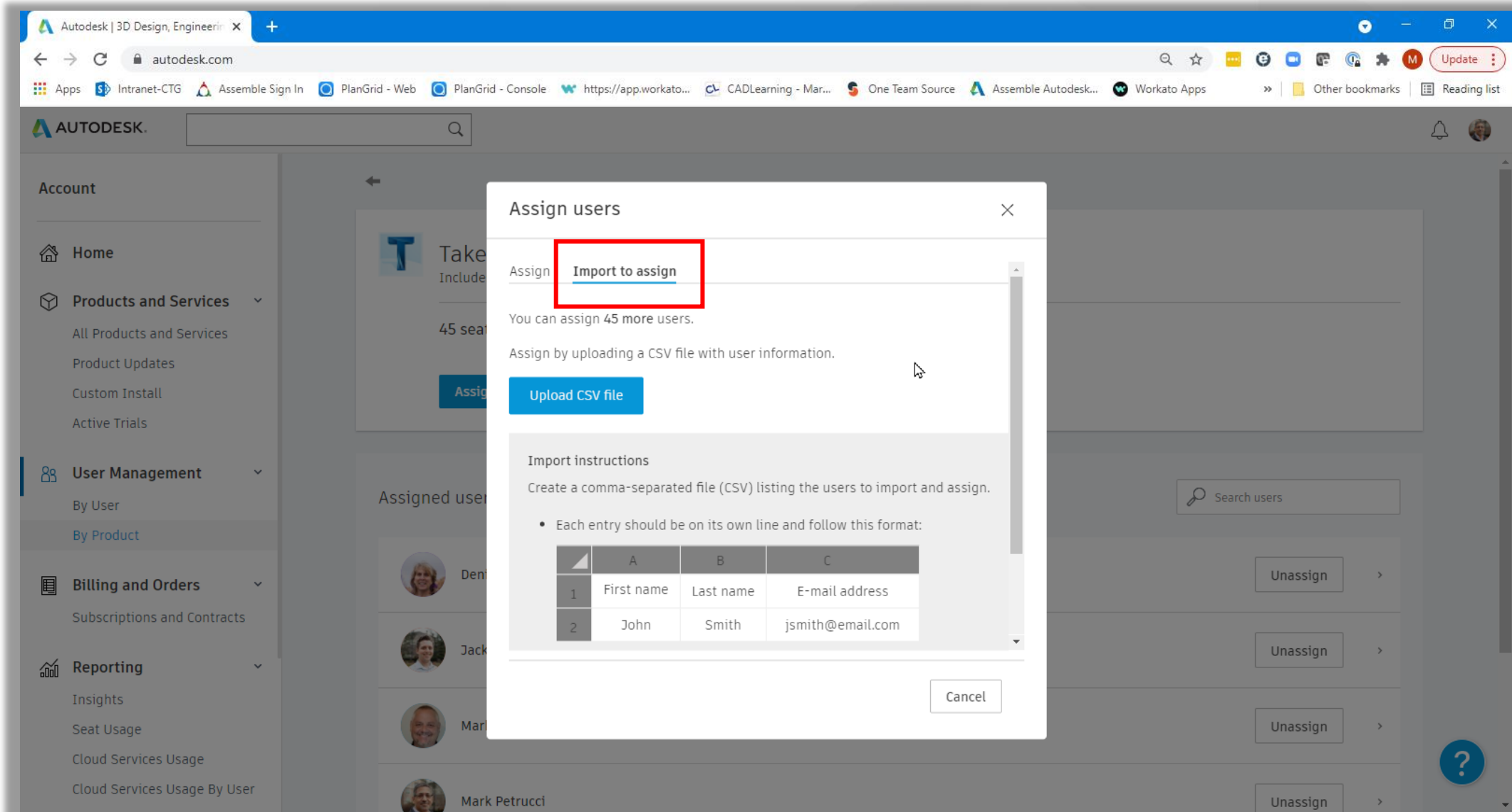
Type or paste names and email addresses

Users will have access to:
All 4 included items [Customize](#)

Cancel [Assign](#)



Assign Autodesk Subscription (License)



The screenshot shows the Autodesk user management interface. A modal dialog titled "Assign users" is open, displaying options for assigning users. The "Import to assign" option is highlighted with a red box. Below the dialog, a table illustrates the required CSV format for user information.

Assign users

Assign **Import to assign**

You can assign 45 more users.

Assign by uploading a CSV file with user information.

[Upload CSV file](#)

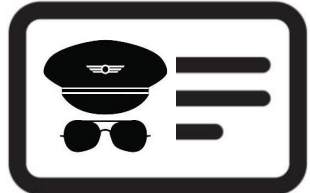
Import instructions

Create a comma-separated file (CSV) listing the users to import and assign.

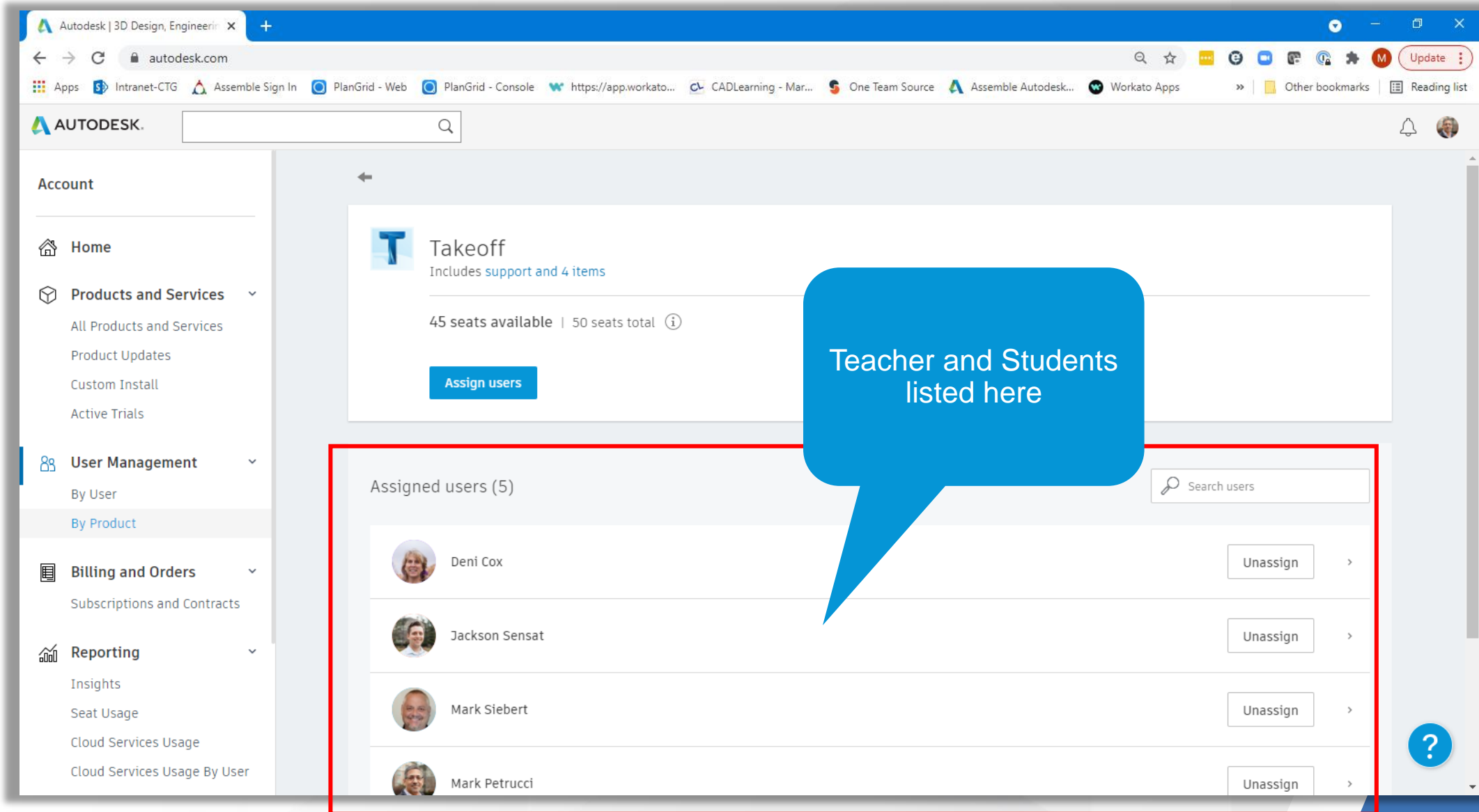
- Each entry should be on its own line and follow this format:

	A	B	C
1	First name	Last name	E-mail address
2	John	Smith	jsmith@email.com





Cancel

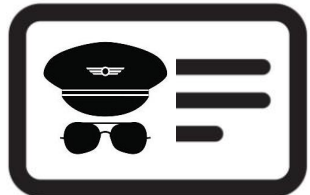


Assign Autodesk Subscription (License)



The screenshot shows the Autodesk user management interface. On the left is a navigation menu with sections: Account, Home, Products and Services, User Management, Billing and Orders, and Reporting. The main content area displays a 'Takeoff' subscription card with a blue 'Assign users' button. Below this is a table of 'Assigned users (5)'. A blue speech bubble points to the user list with the text 'Teacher and Students listed here'. A red box highlights the user list table.

Assigned users (5)		Search users
	Deni Cox	Unassign >
	Jackson Sensat	Unassign >
	Mark Siebert	Unassign >
	Mark Petrucci	Unassign >





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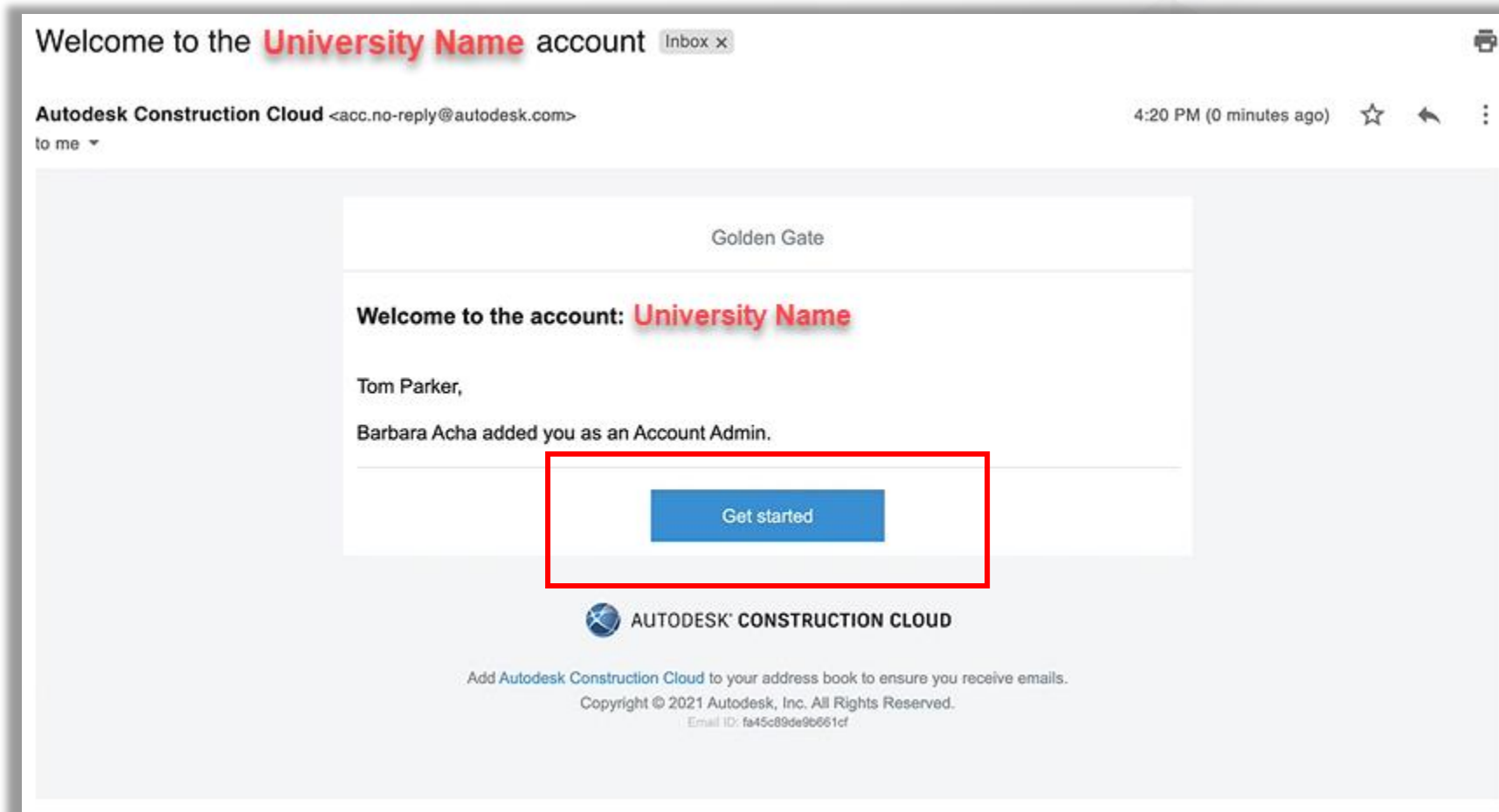
SUMMER SCHOOL

Autodesk Construction Cloud Account Admin



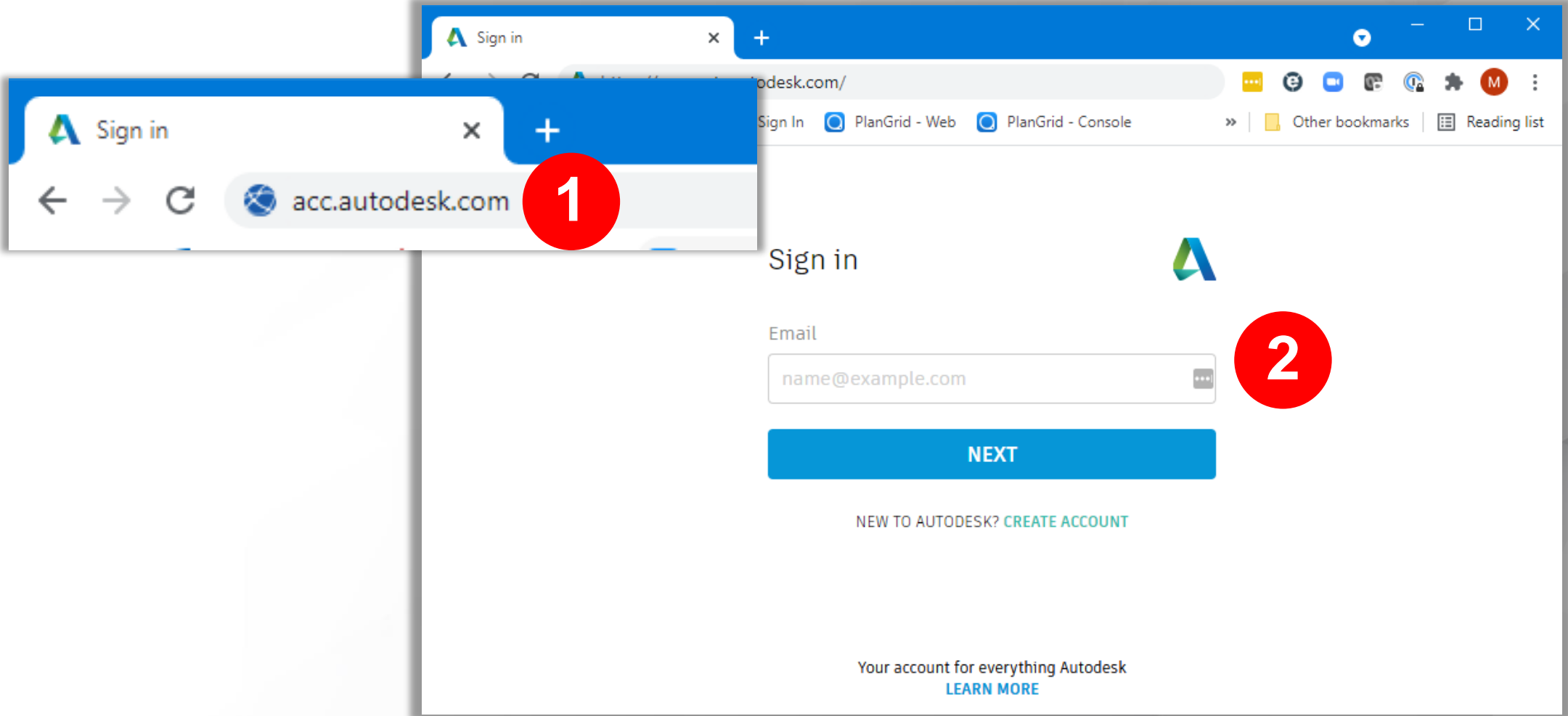
Account Administrator

- Sample invitation to School's Account Administrator



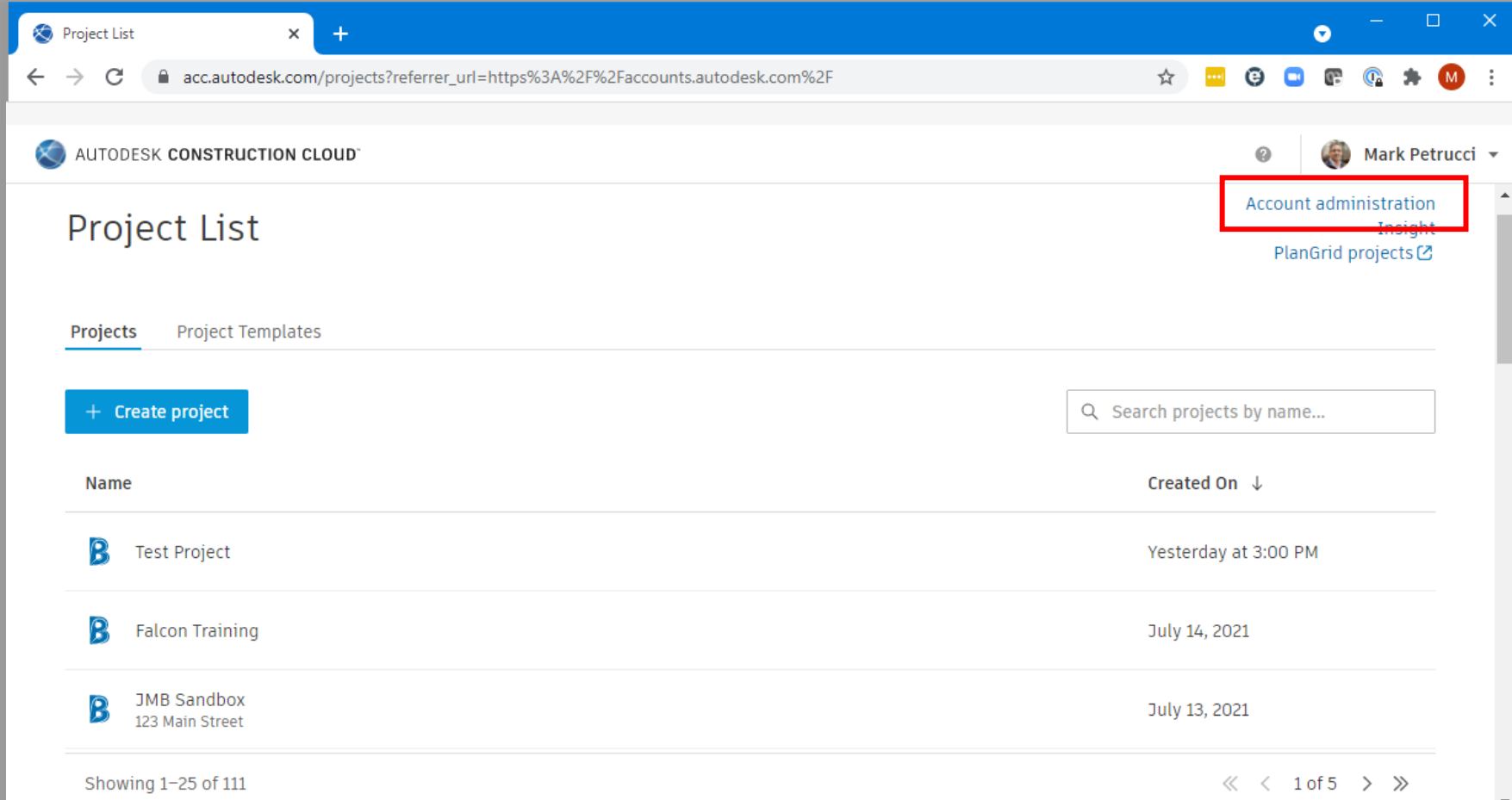
Autodesk Construction Cloud

- Logging into ACC






ACC Account Administration

Access Account Administration



The screenshot shows a web browser window with the URL `acc.autodesk.com/projects?referrer_url=https%3A%2F%2Faccounts.autodesk.com%2F`. The page title is "Project List" and the user is logged in as "Mark Petrucci". In the top right corner, a dropdown menu is open, and the "Account administration" option is highlighted with a red box. Other options in the menu include "Insight" and "PlanGrid projects".

The main content area shows a "Project List" with tabs for "Projects" and "Project Templates". A blue button labeled "+ Create project" is visible. A search bar contains the text "Search projects by name...". Below the search bar is a table with the following data:

Name	Created On ↓
 Test Project	Yesterday at 3:00 PM
 Falcon Training	July 14, 2021
 JMB Sandbox 123 Main Street	July 13, 2021

At the bottom of the page, it says "Showing 1-25 of 111" and "1 of 5" with navigation arrows.



ACC Account Administration

Account Administration User Interface

The screenshot displays the Autodesk Construction Cloud (ACC) Account Administration user interface. The interface includes a top navigation bar with 'Account Admin' (1) and 'ASTI - CTG' (2). A left sidebar contains navigation options: 'Projects' (3), 'Members', 'Templates', 'Library', 'Settings', and 'BIM 360 admin'. The main content area is titled 'Projects' and features tabs for 'Active' and 'Archived' (6), along with a '+ Create project' button (5). A search bar (4) is located in the top right. A table lists project entries with columns for Name, Number, Type, Status, Start date, and Created on. A 'Type' dropdown menu (5) is open, showing options like 'B'. A context menu (7) is visible over the table, offering an 'Archive project' option. The bottom of the interface shows 'Showing 1 - 50 of 116' and pagination controls.

Name ^	Number	Type	Status	Start date	Created on
12345 Small Medical Office Center	12345		Active	-	July 21, 2021
2020-09-24 - R20 Material Share Test	-	B	Active	-	September 24, 2020
2020-11-05 Myth Busters	-	B	Active	-	November 5, 2020
2021-Auburn and ASTI Office	-	B	Active	-	March
360 Sync	-	B	Active	October 1, 20	October 9, 2017
360 Sync - BIM 360 Field	-	B	Pending	-	April 27, 2021
360 Sync - Docs Migration	-	B	Active	October 1, 20	October 12, 2017
360 Sync - Team to Docs	-	B	Active	October 1, 20	October 10, 2017



ACC Account Administration

Project List vs Account Admin

The image displays two screenshots of the Autodesk Construction Cloud (ACC) interface. The top screenshot shows the 'Project List' page, and the bottom screenshot shows the 'Account Admin' page. Red boxes highlight specific UI elements in both views.

Project List View (Top Screenshot):

- Project List:** The main heading of the page.
- Projects / Project Templates:** Navigation tabs.
- + Create project:** A button to add a new project.
- Search projects by name...:** A search input field.
- Created On ↓:** A dropdown menu for sorting projects by creation date.
- Account administration Insight / PlanGrid projects:** A link in the top right corner.

Account Admin View (Bottom Screenshot):

- Account Admin:** The main heading of the page.
- Projects:** A sub-heading for the project list.
- Active / Archived:** Filter tabs for project status.
- + Create project:** A button to add a new project.
- Table:** A table listing projects with columns for Name, Number, Type, Members, Companies, Status, Start date, and Created on.
- Archive project:** A button in the table's context menu.

Name	Number	Type	Members	Companies	Status	Start date	Created on
12345 Small Medical Office Center	12345		4	-	Active	-	July 21, 2021
2020-09-24 - R20 Material Share Test	-	B	1	1	Active	-	September 24, 2020
2020-11-05 Myth Busters	-	B	1	1	Active	-	November 5, 2020
2021-Auburn and ASTI Office	-	B	9	6	Active	-	March 2021
360 Sync	-	B	23	9	Active	October 1, 2020	October 9, 2017
360 Sync - BIM 360 Field	-	B	4	4	Pending	-	April 27, 2021
360 Sync - Docs Migration	-	B	3	3	Active	October 1, 2020	October 12, 2017
360 Sync - Team to Docs	-	B	3	4	Active	October 1, 2020	October 10, 2017



ACC Account Administration

Account Members

The screenshot displays the 'Account members' page in the Autodesk Construction Cloud (ACC) Account Administration interface. The page features a sidebar on the left with navigation options: Projects, Members (highlighted with a red circle and the number 1), Templates, Library, Settings, and BIM 360 admin. The main content area shows a table of account members with columns for Name, Status, Company, Default role, and Access level. A search bar is located at the top right of the table area. A blue button labeled '+ Add members' is positioned above the table, highlighted with a red circle and the number 2. The table lists 10 members, including Aaron Bailey, Aaron Noyes, Aaron Rader, ACC Connect, Acolacicco User, Acorradi None, Adam D'Auguste, Adam Gorlewski, and Adam Heon. The status of each member is indicated by a vertical bar (green for Active, grey for Disabled). The company names are listed in the 'Company' column. The default roles and access levels are listed in the 'Default role' and 'Access level' columns, respectively. The page footer shows 'Showing 1 - 50 of 992' and navigation arrows.

Name ^	Status	Company	Default role	Access level
AB Aaron Bailey	Active	-	-	Project member
AN Aaron Noyes	Disabled	Stevens Wilkinson	-	Project admin
AR Aaron Rader	Disabled	Inactive Company	-	No access
AC ACC Connect	Disabled	ASTI	-	Project admin, Project ...
AU Acolacicco User	Disabled	Inactive Company	-	No access
AN Acorradi None	Disabled	Inactive Company	-	No access
AA Adam D'Auguste	Disabled	Inactive Company	-	No access
Adam Gorlewski	Disabled	Andy Egan	-	Project admin
Adam Heon	Active	ASTI-eVolve	-	Project admin, Project ...



ACC Account Administration

Account Members

Account Admin | ASTI - CTG

Account members

Add account members

Enter or copy and paste email addresses *

person@company.com

Company

Apply to all members (optional)

Default role

Apply to all members (optional)

Access level

Added members with no access level are available to project administrators to invite to a project, but won't receive an invitation yet.

Account administrator
Add administrators to manage your account.

Executive
Add executives to access specific account dashboards.

Cancel Add

TIP
Copy list of email address from Word or Excel!!

Recommend assigning DEFAULT role named "Student"

Leave blank for students!

Showing 1 - 50 of 1002



ACC Account Administration

Account Members

Account Admin | ASTI - CTG

Members

Account members

[+ Add members](#)

Name ^	Status	Company	Default role	Access level
MD Mark Dooley	Disabled	Acme Concrete	-	Project
Mark (Gmail) Petrucci	Active	ASTI	-	Account administrator
MJ Mark Jones	Disabled	Inactive Company	-	No access
MJ Mark Jones	Disabled	ASTI-CTG	-	Project
MM Mark Mckeown	Disabled	limbachinc	-	Project
Mark Petrucci	Active	ASTI-CTG	-	Account administrator
Mark Siebert	Active	-	-	Project
Marks Structure	Active	Strong Structures	BIM Manager	Project

Showing 601 - 650 of 992

Mark Petrucci
800-899-2784 (office)
mpetrucci@asti.com **Active**

Company: (optional) v

Role: Select a role (optional) v

Access level: Account administrator, Project administrator, Project member, Executive v

Member subscription ⓘ

Autodesk BIM Collaborate: Autodesk BIM Collaborate Pro v

Autodesk Takeoff: 45 available Yes

Autodesk Build: Sheet count 297
Autodesk Build 5000 v



ACC Account Administration

Account Members

Account Admin | ASTI - CTG | Mark Petrucci

Members

Account members

[+ Add members](#) | Search by name or email address

Name ^	Status	Company	Default role	Access level
Louis Verenini				Project
Lou Ruggerio				No access
Luis Pequeno				Project
Luis Solis				Project
Luke Batton				Project
Luke Hamilton				Project
Lyle Street	Disabled	Inactive Company	-	Project
Lynneangelos None	Disabled	Inactive Company	-	Project
Lynneangelos None	Disabled	Inactive Company	-	Project

Showing 601 - 650 of 992

Member subscription

- Autodesk BIM Collaborate: No subscription
- Autodesk Takeoff: 244 available, Yes
- Autodesk Build: Sheet count 0, No subscription

Member subscription

- Autodesk BIM Collaborate: Autodesk BIM Collaborate Pro
- Autodesk Takeoff: 45 available, Yes
- Autodesk Build: Sheet count 297, Autodesk Build 5000



ACC Account Administration

Account Settings

AUTODESK CONSTRUCTION CLOUD

Account Admin ▾ ASTI - CTG ▾ Mark Petrucci ▾

Projects

Members

Templates

Library

Settings

BIM 360 admin

Account settings

[Edit](#)

General

Account name
ASTI - CTG

Advanced

Account ID
Used to identify your account if you need to contact customer support
50e5b78b-b070-478d-bf9c-b33f14d46ab6

TIP
Copy this and save in Outlook Contact!



ACC Account Administration

Account Settings

AUTODESK CONSTRUCTION CLOUD

Account Admin ▾ ASTI - CTG ▾ Mark Petrucci ▾

Projects

Members

Templates

Library

Settings

BIM 360 admin

BIM 360 admin

Analytics

Apps

Companies

Roles

Settings



ACC Account Administration

Account Roles

Account Admin - ASTI - CTG

PROJECTS MEMBERS COMPANIES **ROLES** ANALYTICS SETTINGS APPS

Go to unified projects

Roles

Define a set of roles for the account and configure default module access for each role.
Note: The changes made here don't affect module access permissions of existing project members. [Learn more](#)

Enter role to add

Name ^	Project Admin									
01 Architectural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
02 Construction Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
03 Fire Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
04 Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
05 Facilities Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
06 AvS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
07 Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...
08 Mechanical / Plumbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...

Page 1 - 40 of 55

<< < 1 of 2 > >>

ACC Account Administration

Account Roles

The screenshot shows the ACC Account Administration interface. The top navigation bar includes 'Account Admin' and 'ASTI - CTG'. The main navigation menu has 'PROJECTS', 'MEMBERS', 'COMPANIES', 'ROLES', 'ANALYTICS', 'SETTINGS', and 'APPS'. A 'Go to unified projects' button is visible in the top right.

The 'Roles' section is active, displaying the following text: 'Define a set of roles for the account and configure default module access for each role. Note: The changes made here don't affect module access permissions of existing project members. [Learn more](#)'

A red box highlights the role creation form, which includes a text input field containing 'Student' and an 'Add' button. Below the input field, a red arrow points to the 'Create role "Student"' button.

	Project Admin									
01 Architectural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Construction Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Fire Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Facilities Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 AvS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Mechanical / Plumbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

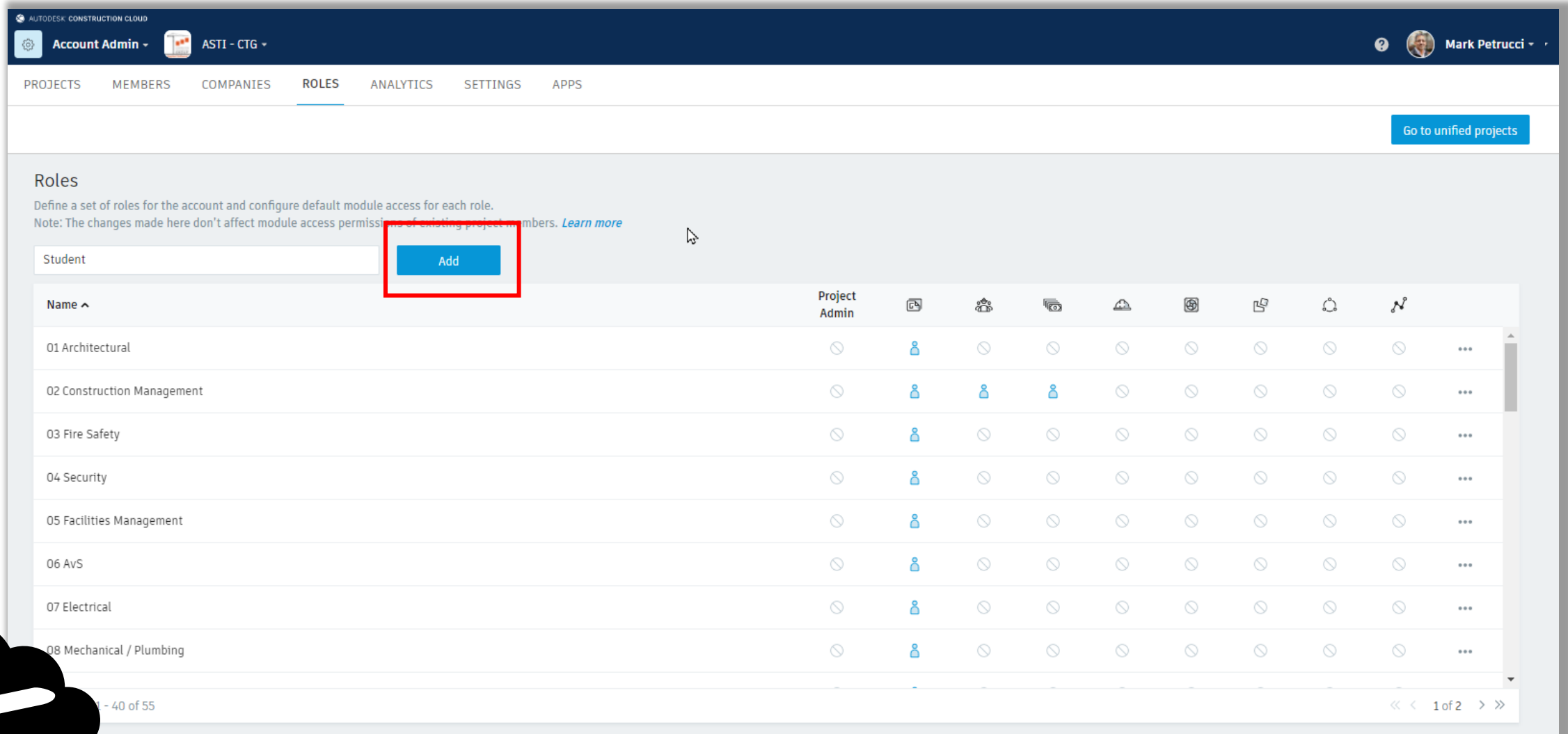
Page 1 - 40 of 55

1 of 2



ACC Account Administration

Account Roles



AUTODESK CONSTRUCTION CLOUD

Account Admin - ASTI - CTG - Mark Petrucci

PROJECTS MEMBERS COMPANIES **ROLES** ANALYTICS SETTINGS APPS

Go to unified projects

Roles

Define a set of roles for the account and configure default module access for each role.
Note: The changes made here don't affect module access permissions of existing project members. [Learn more](#)

Student

Name ^	Project Admin	Account Admin	Estimate	RFI	Submittal	Document	Collaboration	Mobile	Analytics	...
01 Architectural	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
02 Construction Management	⊗	👤	👤	👤	⊗	⊗	⊗	⊗	⊗	...
03 Fire Safety	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
04 Security	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
05 Facilities Management	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
06 AvS	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
07 Electrical	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...
08 Mechanical / Plumbing	⊗	👤	⊗	⊗	⊗	⊗	⊗	⊗	⊗	...

1 - 40 of 55

<< >> 1 of 2 >>>



ACC Account Administration

Account Roles

The screenshot shows the 'Roles' page in the Autodesk Construction Cloud Account Administration interface. The page title is 'Roles' and it includes a sub-header: 'Define a set of roles for the account and configure default module access for each role. Note: The changes made here don't affect module access permissions of existing project members. [Learn more](#)'. Below the sub-header is a search bar with the placeholder text 'Enter role to add' and an 'Add' button. The main content is a table of roles with columns for 'Name', 'Project Admin', and various module access permissions. The 'Student' role is highlighted with a red box, and its 'Project Admin' permission is also highlighted with a red box. The table lists the following roles and their permissions:

Name ^	Project Admin	Account Admin	Company Admin	Project Admin	Project Member	Project Viewer	Project Manager	Project Engineer	Project Designer	Project Architect	Project Surveyor	Project Estimator	Project Scheduler	Project Reporter
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Construction Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Fire Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Facilities Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 AvS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 - 40 of 56



ACC Account Administration

Account Roles

Account Admin | ASTI - CTG | Mark Petrucci

PROJECTS | MEMBERS | COMPANIES | **ROLES** | ANALYTICS | SETTINGS | APPS

Go to unified projects

Roles

Define a set of roles for the account and configure default module access for each role.
Note: The changes made here don't affect module access permissions of existing project members. [Learn more](#)

Enter role to add

Name ^	Project Admin	Person	Group	Document	Location	Account	Company	Project	Analytics	...
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 Architectural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Construction Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Fire Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Facilities Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 AvS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 - 40 of 56 | 1 of 2

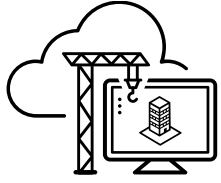


ACC Account Administration

Account Settings

The screenshot displays the Autodesk Construction Cloud (ACC) Account Administration interface. The top navigation bar includes the Autodesk Construction Cloud logo, the 'Account Admin' menu, the current account 'ASTI - CTG', and the user profile 'Mark Petrucci'. The left sidebar lists navigation options: Projects, Members, Templates, Library, Settings, and BIM 360 admin (which is currently selected). The main content area is titled 'BIM 360 admin' and contains five administrative tiles: Analytics, Apps, Companies, Roles, and Settings. A mouse cursor is visible over the top right of the main content area.





In Summary...

- Login to ACC.Autodesk.com
- Create Role named “Student”
- Invite Members to school’s Account
 - Members = Students
 - Assign Role to each student



Next Steps for Project Admin

- Create Project
- Invite Students
- Assign Permissions to folders



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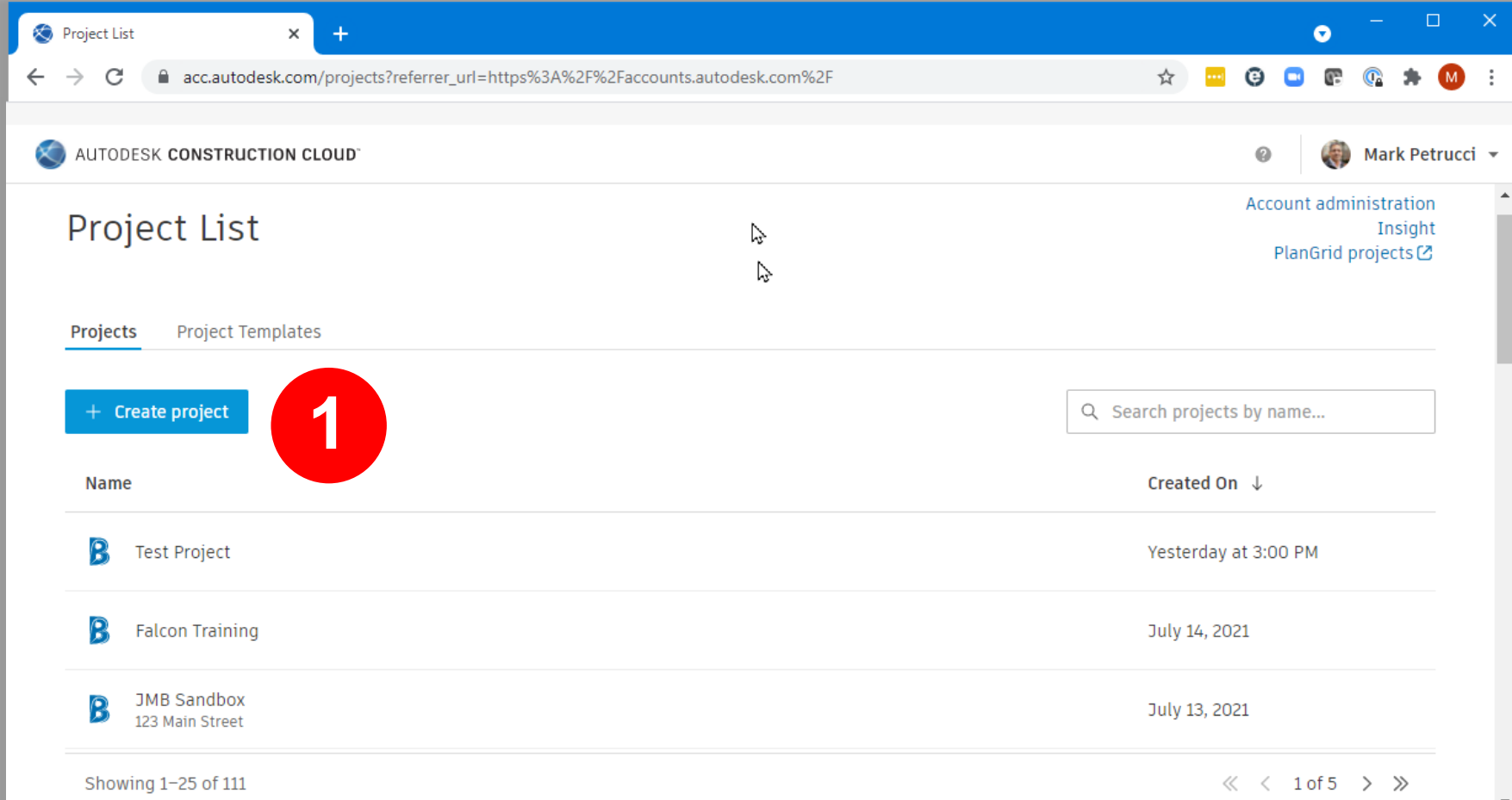
SUMMER SCHOOL

Autodesk Construction Cloud Project Admin



ACC Project Setup

Create New Project



Project List

acc.autodesk.com/projects?referrer_url=https%3A%2F%2Faccounts.autodesk.com%2F

AUTODESK CONSTRUCTION CLOUD

Mark Petrucci




Account administration
Insight
PlanGrid projects

Project List

Projects Project Templates

+ Create project

Search projects by name...

Name	Created On ↓
 Test Project	Yesterday at 3:00 PM
 Falcon Training	July 14, 2021
 JMB Sandbox 123 Main Street	July 13, 2021

Showing 1-25 of 111

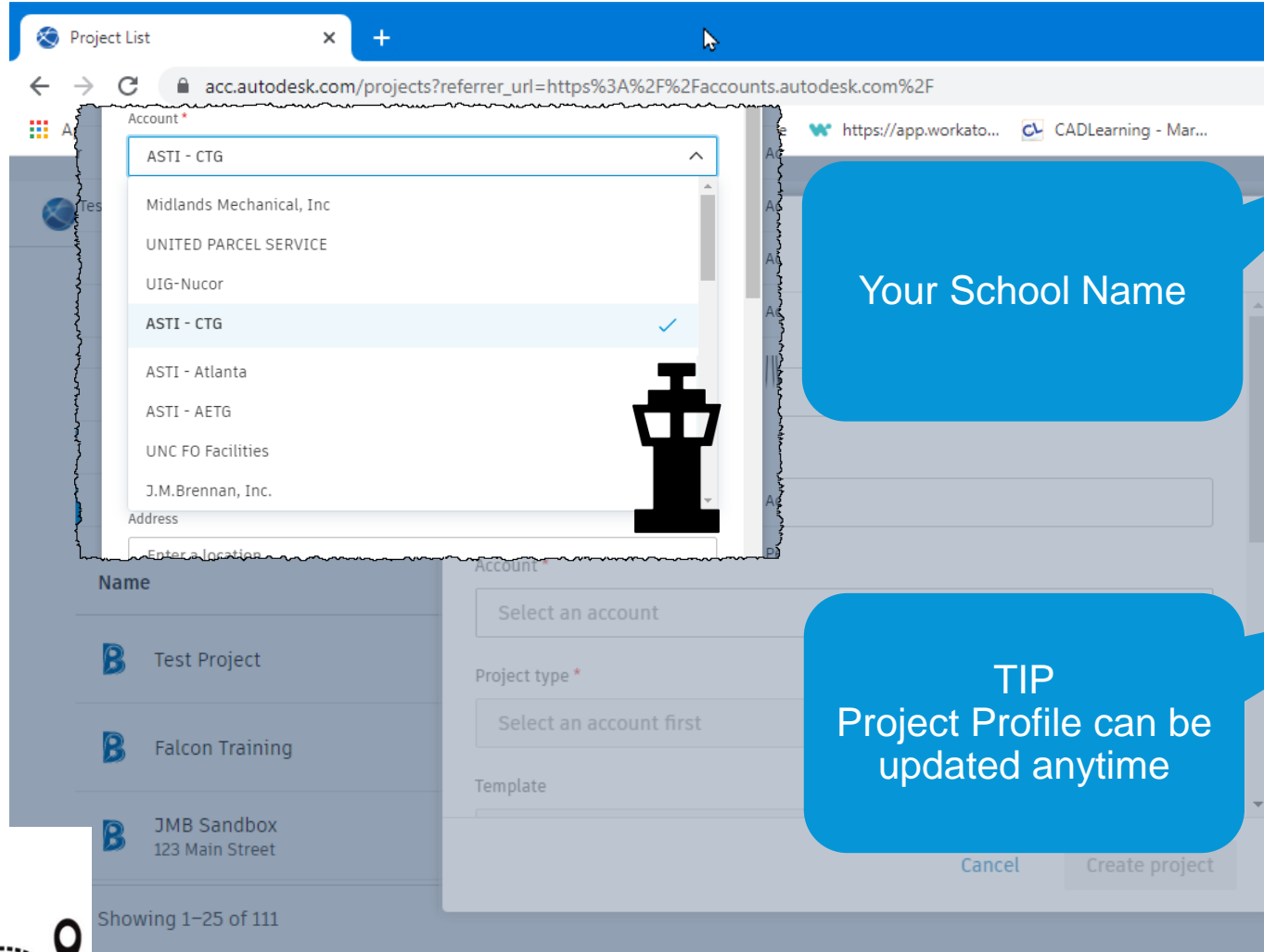
1 of 5



ACC Project Setup

Create New Project

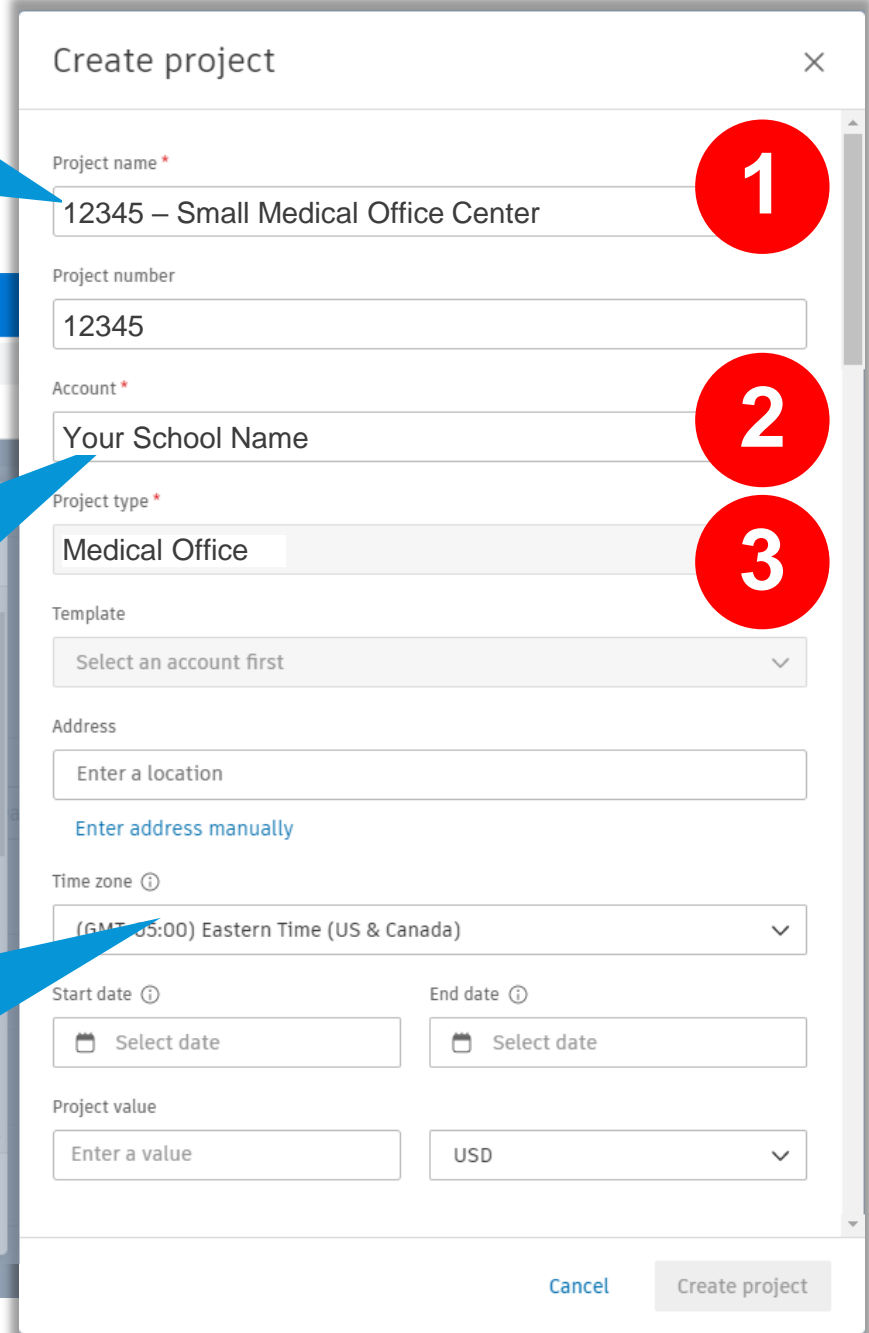
TIP
Include Project
Number with Project
Name



The screenshot shows the 'Project List' page in a web browser. The URL is `acc.autodesk.com/projects?referrer_url=https%3A%2F%2Faccounts.autodesk.com%2F`. An account selection dropdown is open, showing a list of accounts: ASTI - CTG (selected), Midlands Mechanical, Inc, UNITED PARCEL SERVICE, UIG-Nucor, ASTI - Atlanta, ASTI - AETG, UNC FO Facilities, and J.M.Brennan, Inc. Below the dropdown, there are fields for 'Name', 'Account', 'Project type', and 'Template'. A list of projects is visible below, including 'Test Project', 'Falcon Training', and 'JMB Sandbox'. A 'Showing 1-25 of 111' indicator is at the bottom.

Your School Name

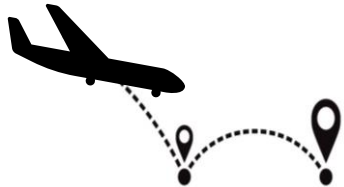
TIP
Project Profile can be
updated anytime



The 'Create project' modal form contains the following fields and callouts:

- Project name ***: 12345 – Small Medical Office Center (Callout 1)
- Project number**: 12345
- Account ***: Your School Name (Callout 2)
- Project type ***: Medical Office (Callout 3)
- Template**: Select an account first
- Address**: Enter a location
- Time zone**: (GMT-05:00) Eastern Time (US & Canada)
- Start date**: Select date
- End date**: Select date
- Project value**: Enter a value
- Project value currency**: USD

Buttons: Cancel, Create project



ACC Project Member Management

Project Admin – Add Member User Interface

The screenshot displays the 'Members' management interface in Autodesk Construction Cloud. The interface includes a top navigation bar with 'Project Admin' and the project name '12345 Small Medical Office Center'. A left sidebar contains 'Members' and 'Settings'. The main area shows a table of members with columns for Name, Email, Company, Role, and Access level. A table with one member is visible: Mark Petrucci, mpetrucci@asti.com, Project administrator. A right sidebar shows the user profile for Mark Petrucci, including contact information and a list of purchased products with toggle switches for Docs, Files, Build, Cost, Insight, Design Collaboration, Model Coordination, and Takeoff. Five red circles with white numbers (1-5) highlight specific UI elements: 1. Project Admin dropdown, 2. Project name dropdown, 3. Members sidebar item, 4. Role dropdown menu, 5. Files toggle switch.

1 Project Admin

2 12345 Small Medical Office Center

3 Members

4 Select a role (optional)

5 Files

Name	Email	Company	Role	Access level
Mark Petrucci	mpetrucci@asti.com			Project admin...

Showing 1 - 1 of 1



ACC Project Member Management

Project Admin – Add Members

Members

+ Add members

Name ^

Mark Petrucci

Role

Showing 1 - 1 of 1

Member subscription ⓘ

Autodesk BIM Collaborate

No subscription

Autodesk Takeoff

244 available

Yes

Autodesk Build

Sheet count 0

No subscription

TIP
Copy list of email
address from Word
or Excel!!

TIP
Optional but
important!

Invite project member

Enter email addresses *

person@company.com

Company

Apply to all members (optional)

Role

Apply to all members (optional)

Project member
Has view access to all tools, but specific permissions vary by role.

Project administrator
Has administrative permissions and can create new projects.

Product access

Purchased products ⓘ

Docs (current product)

Build

Cost

Design Collaboration

Model Coordination

Takeoff

Cancel Invite

License vs Products

Subscription = License

Account Admin

The Account Admin interface displays the following subscription details:

- Member subscription** ⓘ
- Autodesk BIM Collaborate**
 - Autodesk BIM Collaborate Pro (Icon: C PRO)
- Autodesk Takeoff** (Icon: T)
 - 243 available
 - Yes (Toggle)
- Autodesk Build** (Icon: B)
 - Sheet count 0
 - Assign subscription

Project Admin

The Project Admin interface shows the following product access settings:

- Product access**
- Purchased products** ⓘ
- Docs (current product)
- Build (Icon: B)
- Cost (Icon: B)
- Design Collaboration (Icon: C PRO)
- Model Coordination (Icon: C PRO)
- Takeoff (Icon: T)

Buttons: Cancel, Invite

ACC Project Member Management

Project Admin - Remove Member / Resend Invitation

The screenshot displays the 'Members' management page in the Autodesk Construction Cloud interface. The page title is '12345 Small Medical Office Center'. The user 'Mark Petrucci' is logged in as the Project Admin. The interface includes a sidebar with navigation options: Docs, Files, Reviews, Transmittals, Issues, Reports, Members (selected), and Settings. A blue '+ Add members' button is located at the top left of the main content area. A search bar at the top right of the table allows searching members by name or email. The table lists four members:

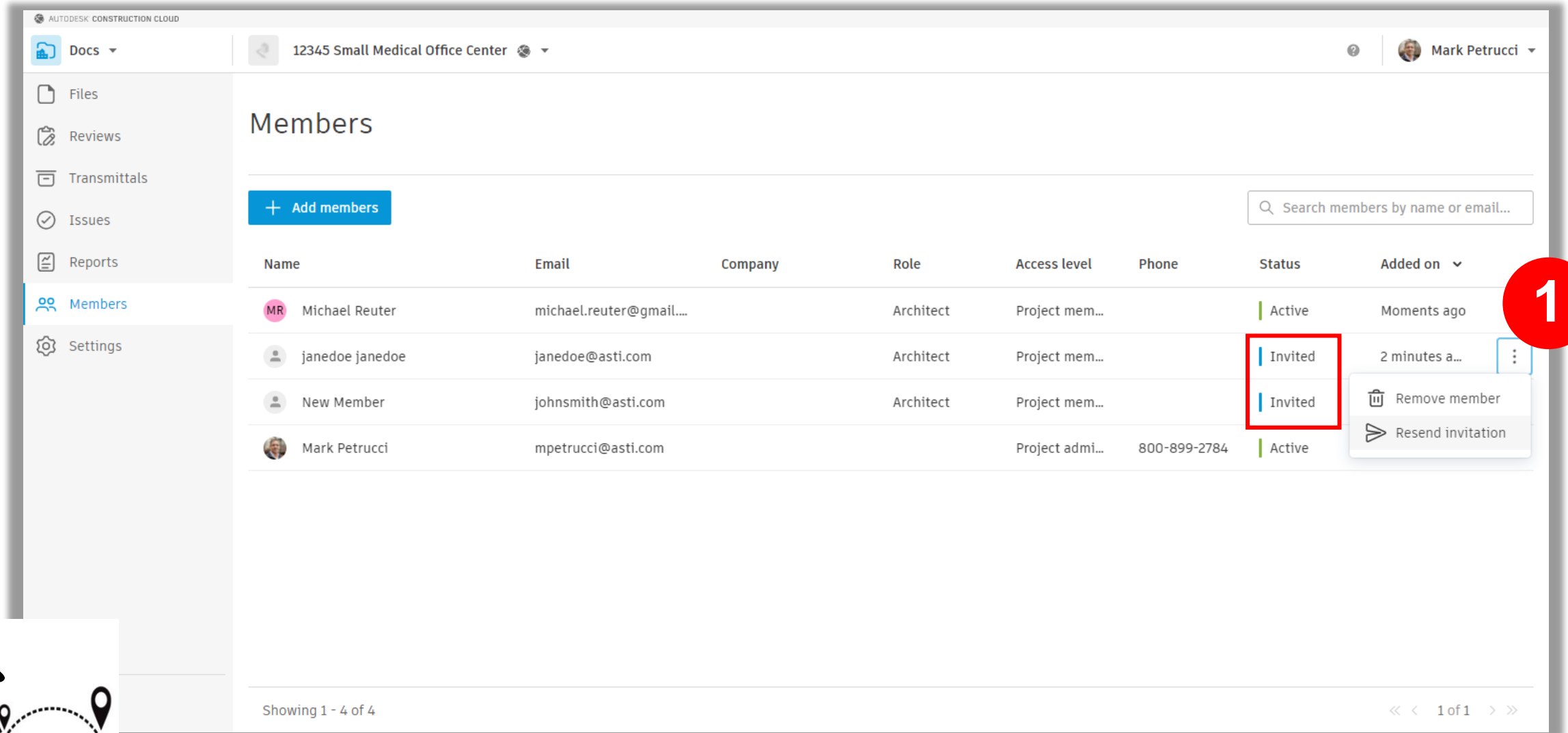
Name	Email	Company	Role	Access level	Phone	Status	Added on
Michael Reuter	michael.reuter@gmail...		Architect	Project mem...		Active	Moments ago
janedoe janedoe	janedoe@asti.com		Architect	Project mem...		Invited	2 minutes a...
New Member	johnsmith@asti.com		Architect	Project mem...		Invited	2 minutes a...
Mark Petrucci	mpetrucci@asti.com			Project admi...	800-899-2784	Active	Today at 2:4...

Showing 1 - 4 of 4



ACC Project Member Management

Project Admin - Remove Member / Resend Invitation



The screenshot displays the 'Members' page in the Autodesk Construction Cloud interface. The page title is '12345 Small Medical Office Center'. The user 'Mark Petrucci' is logged in. The page shows a list of members with columns for Name, Email, Company, Role, Access level, Phone, Status, and Added on. A red box highlights the 'Invited' status of two members, and a red circle with the number '1' is next to the 'Resend invitation' button.

Name	Email	Company	Role	Access level	Phone	Status	Added on
MR Michael Reuter	michael.reuter@gmail...		Architect	Project mem...		Active	Moments ago
janedoe janedoe	janedoe@asti.com		Architect	Project mem...		Invited	2 minutes a...
New Member	johnsmith@asti.com		Architect	Project mem...		Invited	
Mark Petrucci	mpetrucci@asti.com			Project admi...	800-899-2784	Active	

Showing 1 - 4 of 4



ACC Project Setup

Project Admin - Edit Settings

1

2

Name	Type	Address
12345 Small Medical Office Center	Medical Office	N/A

Project number	Project value	Timezone ⓘ
12345	\$0.00	America/New_York

Start date ⓘ	End date ⓘ
N/A	N/A



ACC Project Setup

Project Admin - Edit Settings

The screenshot displays the Autodesk Construction Cloud (ACC) Project Admin interface. The main window shows the 'Settings' page for a project named '12345 Small Medical Office Center'. The 'Settings' page has a sidebar with 'Settings' highlighted in a red box. The 'Edit project profile' dialog box is open, showing the following fields:

- Project name ***: 12345 Small Medical Office Center
- Project number**: 12345
- Project type ***: Medical Office
- Address**: Enter a location
- Time zone ⓘ**: (GMT-05:00) Eastern Time (US & Canada)
- Start date ⓘ**: Select date
- End date ⓘ**: Select date

The background interface shows the 'Settings' page with the following information:

- Project**: Revit Cloud Model Upgrade
- Name**: 12345 Small Medical Office Center
- Project number**: 12345
- Start date ⓘ**: N/A
- Address**: N/A
- Timezone ⓘ**: America/New_York

The user profile 'Mark Petrucci' is visible in the top right corner. A red box highlights the 'Settings' option in the left sidebar. A small icon of an airplane flying over a map is located in the bottom left corner.

Oh, By The Way!

View All Project

The screenshot shows the Autodesk Construction Cloud interface. At the top, the breadcrumb navigation includes 'AUTODESK CONSTRUCTION CLOUD', 'Docs', and the project name '12345 Small Medical Office Center'. The user 'Mark Petrucci' is logged in. The left sidebar contains navigation options: Files, Reviews, Transmittals, Issues, Reports, Members, and Settings (which is highlighted). The main content area is titled 'Settings' and shows the 'Project' settings for 'Revit Cloud Model Upgrade'. An 'Edit' button is visible. The settings are organized into a grid with the following data:

Name	Type	Address
12345 Small Medical Office Center	Medical Office	N/A

Project number	Project value	Timezone ⓘ
12345	\$0.00	America/New_York

Start date ⓘ	End date ⓘ
N/A	N/A

Oh, By The Way!

View All Project

The screenshot displays the Autodesk Construction Cloud interface. On the left is a navigation sidebar with options: Docs, Files, Reviews, Transmittals, Issues, Reports, Members, and Settings. The main content area is titled '12345 Small Medical Office Center' and features a search bar with the placeholder text 'Search projects by name...'. Below the search bar is a list of projects:

- 12345 Small Medical Office Center** (ASTI - CTG)
- 123 Training Project (HT Lyons Inc)
- 123-UNC Test (ASTI - AETG Design Collaboration Only)
- 1615008 AGU Building Renovation Project (Skanska USA)
- 1. JM Brennan Project File Template (J.M.Brennan, Inc.)
- 201902-Medic Express-C (ASTI - AETG Design Collaboration Only)

At the bottom of the project list, there is a button labeled 'View all projects'. The background of the interface shows a project detail view with fields for Type (Medical Office), Address (N/A), Project value (\$0.00), Timezone (America/New_York), and End date (N/A). The user's name, Mark Petrucci, is visible in the top right corner. Two red callouts are present: a circle with the number '1' pointing to the search bar, and a circle with the number '2' pointing to the 'View all projects' button.

Oh, By The Way!

View All Project

The screenshot shows the Autodesk Construction Cloud interface. At the top left is the logo and text 'AUTODESK CONSTRUCTION CLOUD'. At the top right is a user profile for 'Mark Petrucci' with a dropdown arrow. Below the header, the main content area is titled 'Project List'. On the right side of this area, there are links for 'Account administration', 'Insight', and 'PlanGrid projects'. Below the title, there are two tabs: 'Projects' (which is active) and 'Project Templates'. A blue button labeled '+ Create project' is on the left. On the right, there is a search box with the placeholder text 'Search projects by name...'. Below these elements is a table with two columns: 'Name' and 'Created On'. The table contains five rows of project data. At the bottom left, it says 'Showing 1-25 of 110'. At the bottom right, there are navigation arrows and the text '1 of 5'.

AUTODESK CONSTRUCTION CLOUD

Mark Petrucci






Project List

Account administration
Insight
PlanGrid projects

Projects Project Templates

+ Create project

Search projects by name...

Name	Created On ↓
 12345 Small Medical Office Center	Yesterday at 2:40 PM
 Test Project	July 20, 2021
 Falcon Training	July 14, 2021
 JMB Sandbox 123 Main Street	July 13, 2021
 Milwaukee Tool Red Beacon - HVAC (214787) & PLBG (214788) 501 W. Michigan St.	July 2, 2021

Showing 1-25 of 110

1 of 5



DIGITAL
CONSTRUCTION

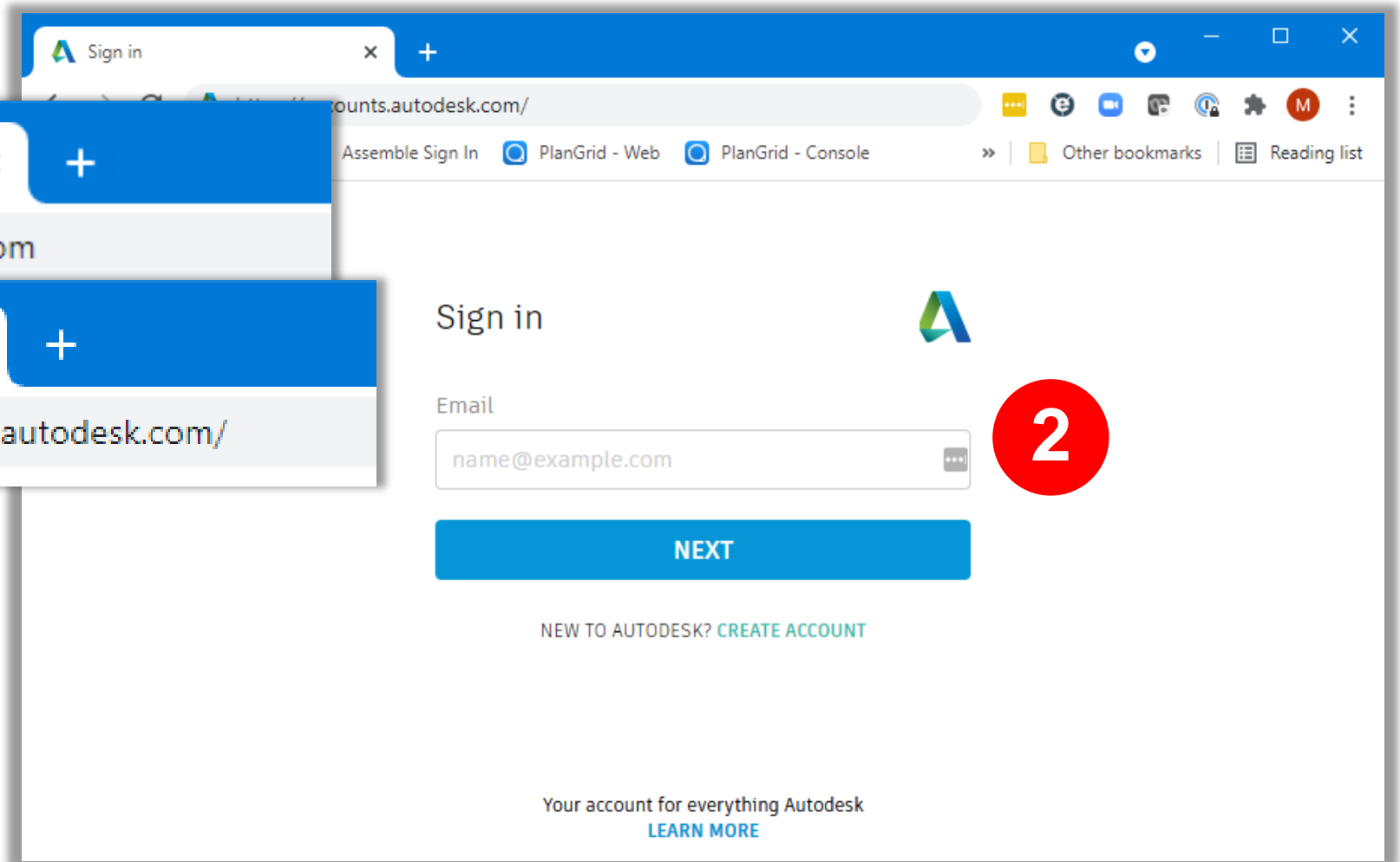
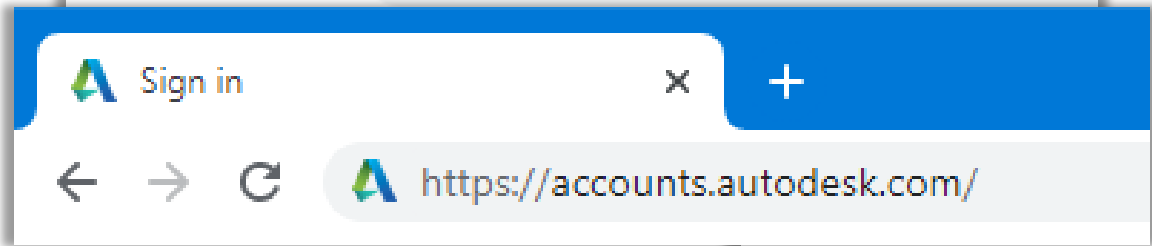
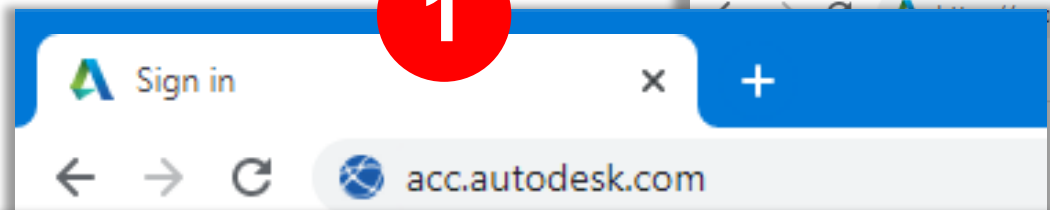
SUMMER SCHOOL

Autodesk Docs HANDS ON



Access to ACC

1



2



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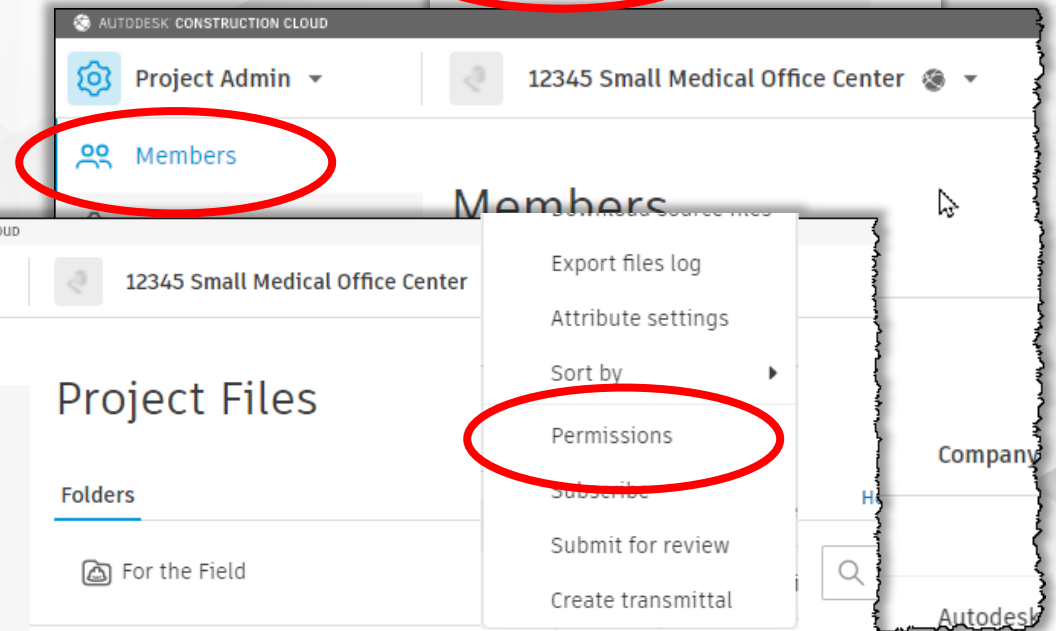
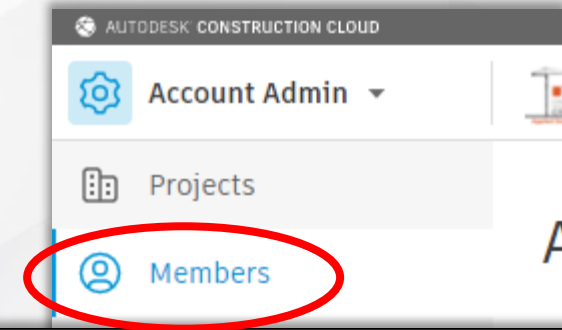
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Best practices and FAQ

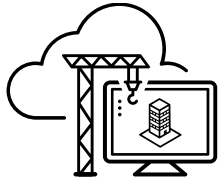


Invite Students in following order

1. Use **Account Admin** to invite students to the School's Autodesk Construction Cloud account.
2. Use **Project Admin** to invite students to a Project.
3. Use **Docs Permissions** to assign folder permissions to students invited to project.



...See following slides for details

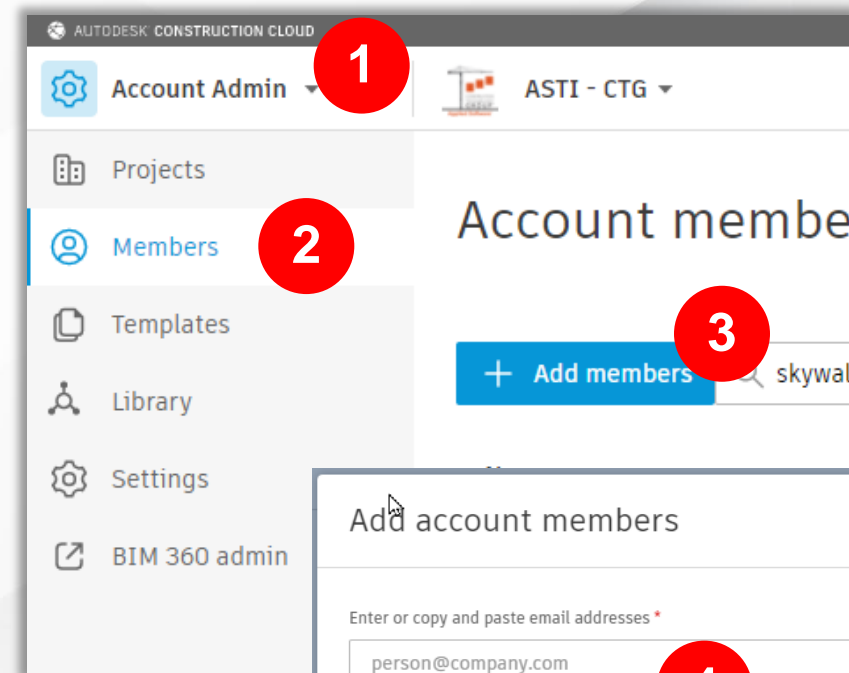


ACCOUNT ADMIN Module

Invite Students to Cloud

STEPS:

1. Select Account Admin from Module Selector.
2. Select Members for Navigation Bar.
3. Select +Add Members button.
4. Enter Student email addresses
5. Assign Role=Student
6. Leave both buttons blank



Enter or copy and paste email addresses *

person@company.com

Company

Apply to all members (optional)

Default role

Apply to all members (optional)

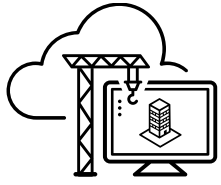
Access level

Added members with no access level are available to project administrators to invite to a project, but won't receive an invitation yet.

Account administrator
Add administrators to manage the account.

Executive
Add executives to access specific account dashboards.

Cancel Add



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ACCOUNT ADMIN Module

Invite Students to Cloud

TIP:

Invite Students at Account Admin level and assign DEFAULT role before inviting them to a project

REASON:

By Assigning a DEFAULT role, students will always have that role assigned to them for every new project

Add account members ✕

Enter or copy and paste email addresses *

Company

Default role

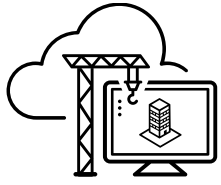
Access level

Added members with no access level are available to project administrators to invite to a project, but won't receive an invitation yet.

Account administrator
Add administrators to manage your account.

Executive
Add executives to access specific account dashboards.

Cancel Add



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PROJECT ADMIN Module

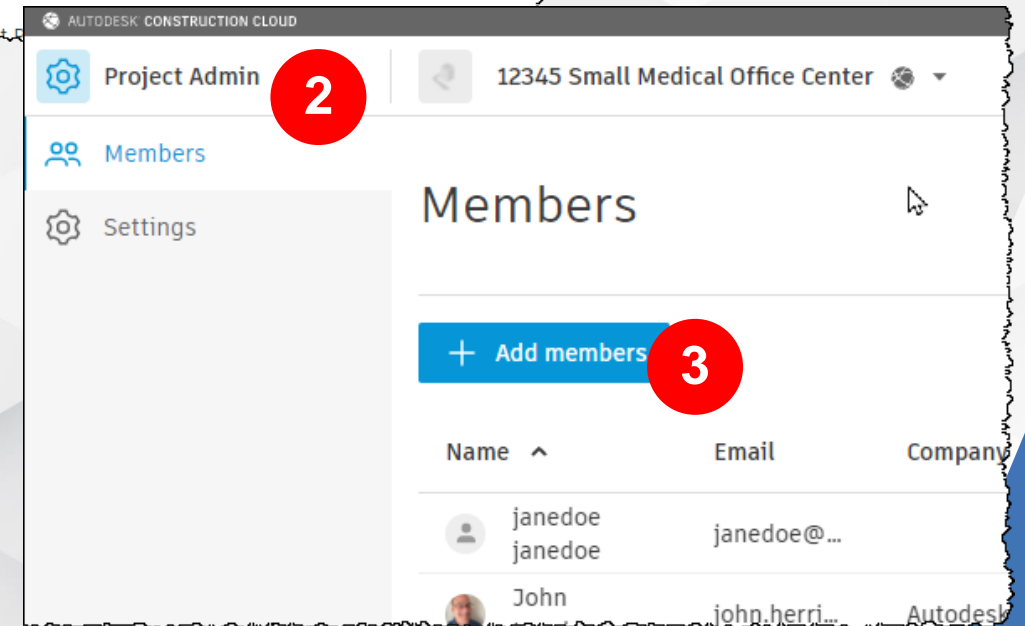
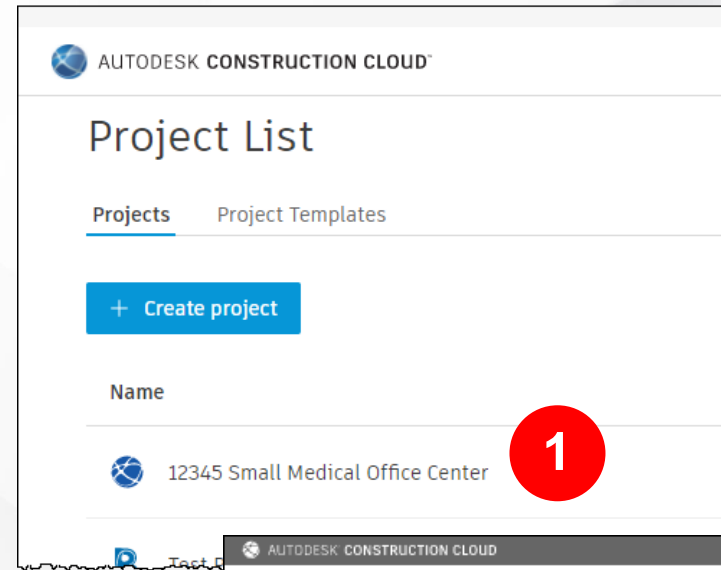
Invite Students to Project

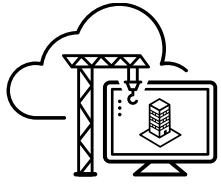
TIP:

Invite Students to project using Project Admin

STEPS:

1. Select project from the Project List
2. Select Project Admin from Module Selector
3. Use Add Members to add student email addresses to project





PROJECT ADMIN Module

Invite Students to Project

TIP:

Invite Students to project using Project Admin

STEPS:

4. Copy & Paste multiple email address from Word, Excel, or Notepad
5. Verify Role is “Student”, if not set to “Student”. *If you added Default Role at Account Admin, “Student” will appear.*
6. Assign Student as “Project Member”
7. Select Product as needed.

Invite project member

Enter email addresses *

person@company.com **4**

Company
Apply to all members (optional) ▾

Role
Apply to all members (optional) **5** ▾

Project member
Has view access to all tools, but specific permissions vary by role.

Project administrator **6**
Has administrative permissions and can create new projects.

Product access

Purchased products ⓘ

Docs (current product)

Build **7**

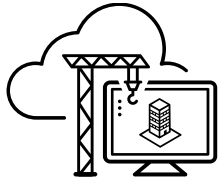
Cost

Design Collaboration

Model Coordination

Takeoff


Cancel Invite



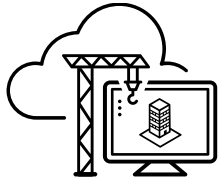
DOCS PERMISSIONS

Assign Permissions to Students to access folders

STEPS:

1. Select Docs from Module Selector.
2. Verify project name is correct.
3. Select  next to Project Files folder
4. Select Permissions from menu

The screenshot shows the Autodesk Docs interface for a project named "12345 Small Medical Office Center". The "Docs" module is selected, and the "Project Files" folder is highlighted. A context menu is open over the "Project Files" folder, with the "Permissions" option selected. Red circles with numbers 1 through 4 indicate the steps: 1. Selecting "Docs" in the module selector; 2. Verifying the project name "12345 Small Medical Office Center"; 3. Selecting the three dots icon next to the "Project Files" folder; 4. Selecting "Permissions" from the context menu. The context menu also includes options like "Add subfolder", "Upload", "Download source files", "Export files log", "Attribute settings", "Sort by", "Subscribe", "Submit for review", and "Create transmittal". The folder list shows "Project Files" expanded to show subfolders: "Files For Teachers To Download", "Last Name A-J", "Last Name K-S", and "Last Name T-Z".



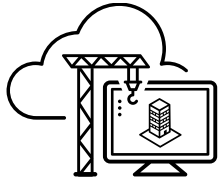
DOCS PERMISSIONS

Assign Permissions to Students to access folders

STEPS:

5. Verify folder name is Project Files.
6. Select +Add button.
7. Type in "Student" for role and assign "Manage" permissions.
8. Verify Role "Student" has been added and verify all students invited to project using Project Admin are listed
9. Select X to close perminssions

The screenshot shows the 'Permissions' page for a folder named 'Project Files'. At the top, it indicates 'Users: 4', 'Companies: 0', and 'Roles: 2'. A search bar is available with the placeholder text 'Search for name or email'. Below this is a list of users: John Herridge, Nicole Thomas, Mark Petrucci, and Steve Strickland. An 'Add' button is located at the top left of the list. An 'Add' dialog box is open, showing a search for 'Student' and a dropdown menu for 'Permissions' with 'Manage' selected. Below the dialog, a table lists the roles: 'Student' (with 'Manage' permissions) and 'Teacher' (with 'Manage' permissions). A 'Student' role is also shown in a greyed-out state. A 'luke skywalker' user is listed below the roles. The 'X' button in the top right corner of the permissions panel is highlighted.



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Viewing all projects

TIP:

While in Account Admin, you will need to click on the “Project Selector” then click “View all projects” at bottom of list.

AUTODESK CONSTRUCTION CLOUD

Project List

Projects Project Templates

+ Create project

Name	Created On ↓
12345 Small Medical Office Center	July 21, 2021
Test Project	July 20, 2021

AUTODESK CONSTRUCTION CLOUD

Account Admin ASTI - CTG

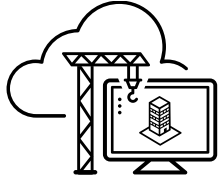
Projects Members Templates Library Settings BIM 360 ad

Search projects by name...

Accounts

- ASTI - CTG
- ASTI - AETG Design Collaboration Only
- ASTI - AETG
- ASTI - Atlanta
- Dee Cramer
- DPR Construction - Classic
- Imperium

View all projects



FAQ

Q: CAN'T SEE PROJECT

“Why can't my students see the project I invited them to see?”

A: 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.

Q: CAN'T SEE FILES OR FOLDERS

“Why can't my students see any files to the project I invited them to see?”

A: Most common question. You must also assign Permissions to the Project Files folder.



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Q & A



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