DIGITAL CONSTRUCTION SUMMER SCHOOL

Autodesk Construction Cloud

AUTODESK.

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DIGITAL CONSTRUCTION SUMMER SCHOOL

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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

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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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Autodesk Construction Cloud

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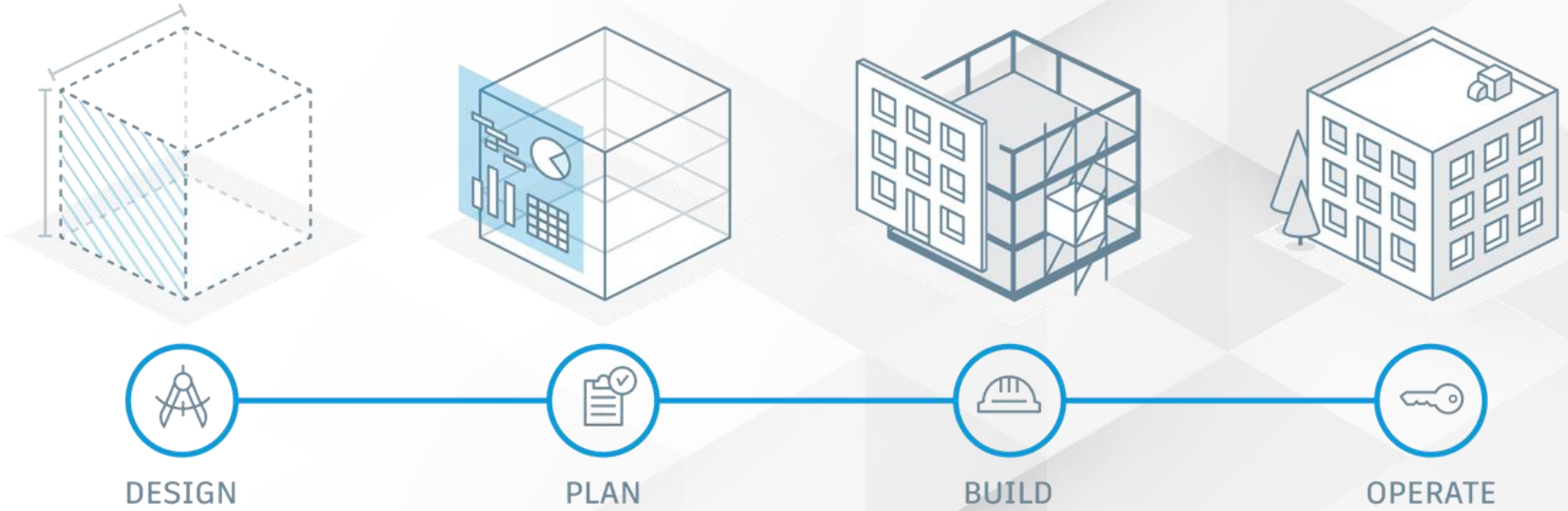
AUTODESK **CONSTRUCTION CLOUD**™



A Unified Platform for AEC Project Delivery

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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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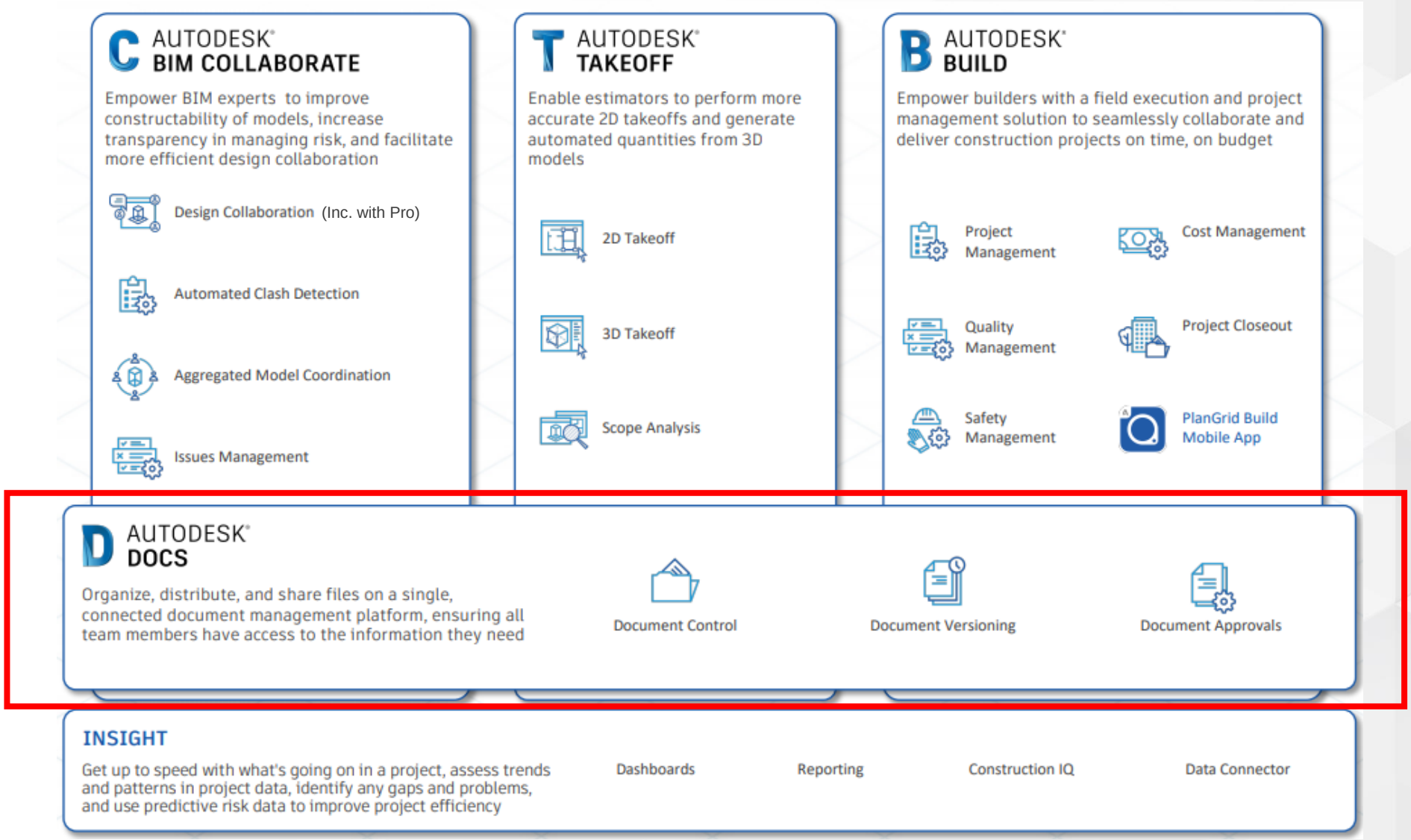
Autodesk Construction Cloud



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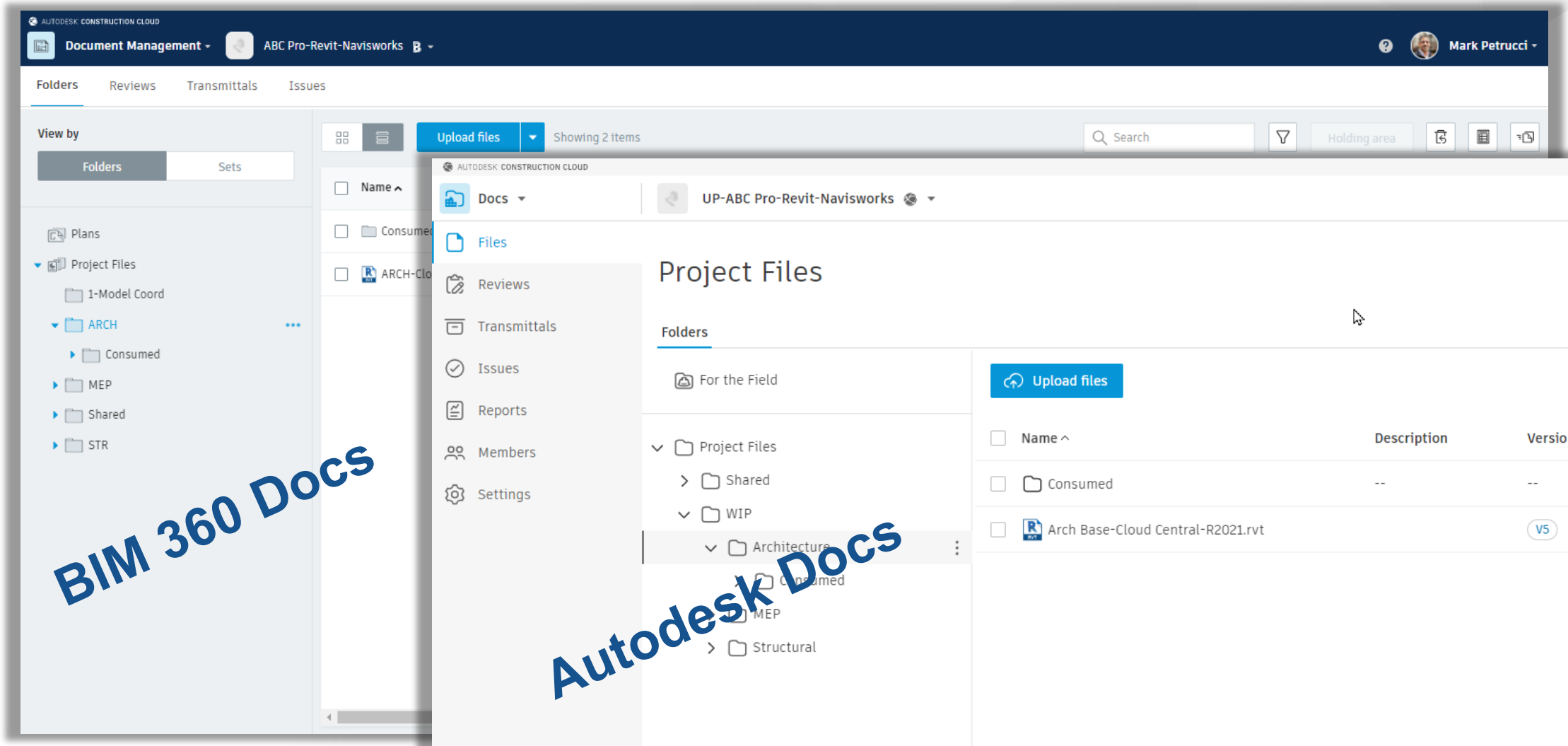
BIM 360 Docs vs Autodesk Docs



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Autodesk Construction Cloud Admin Workflows

Subscription (License) Management

Licenses for Autodesk Construction Cloud

AUTODESK

Autodesk provides licenses.

Responsible Person:
Contract Manager

Action:
Contract Mangers ASSIGNS licenses to students

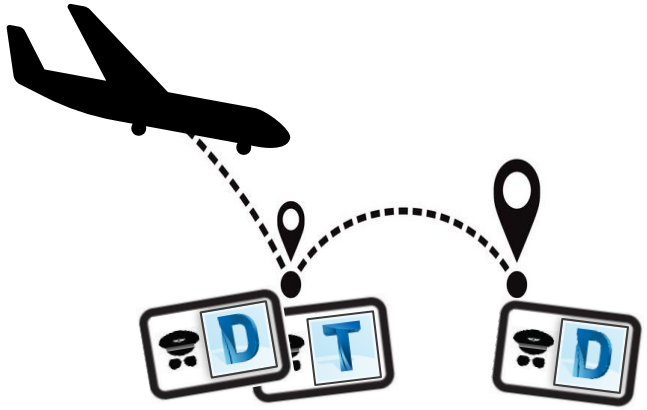
AUTODESK CONSTRUCTION CLOUD™

School invite Students to Autodesk Construction Cloud

Responsible Person:
ACC Account Admins

Action:
Account Admin invites students to ACC

AUTODESK CONSTRUCTION CLOUD™ Project



School invite Students to project

Responsible Person:
ACC Project Admin

Action:
Project Admin invites student to projects

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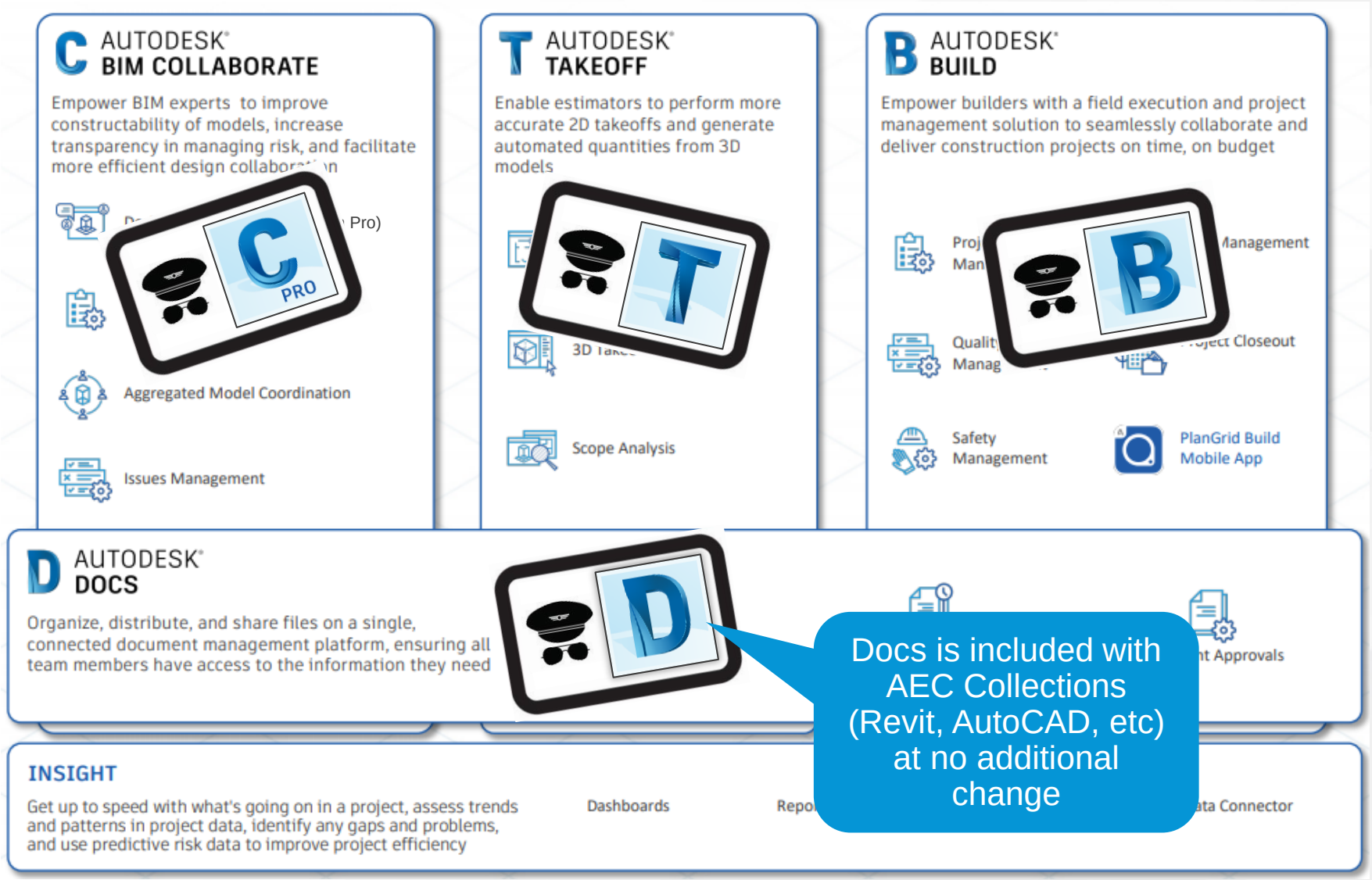
Autodesk Construction Cloud



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

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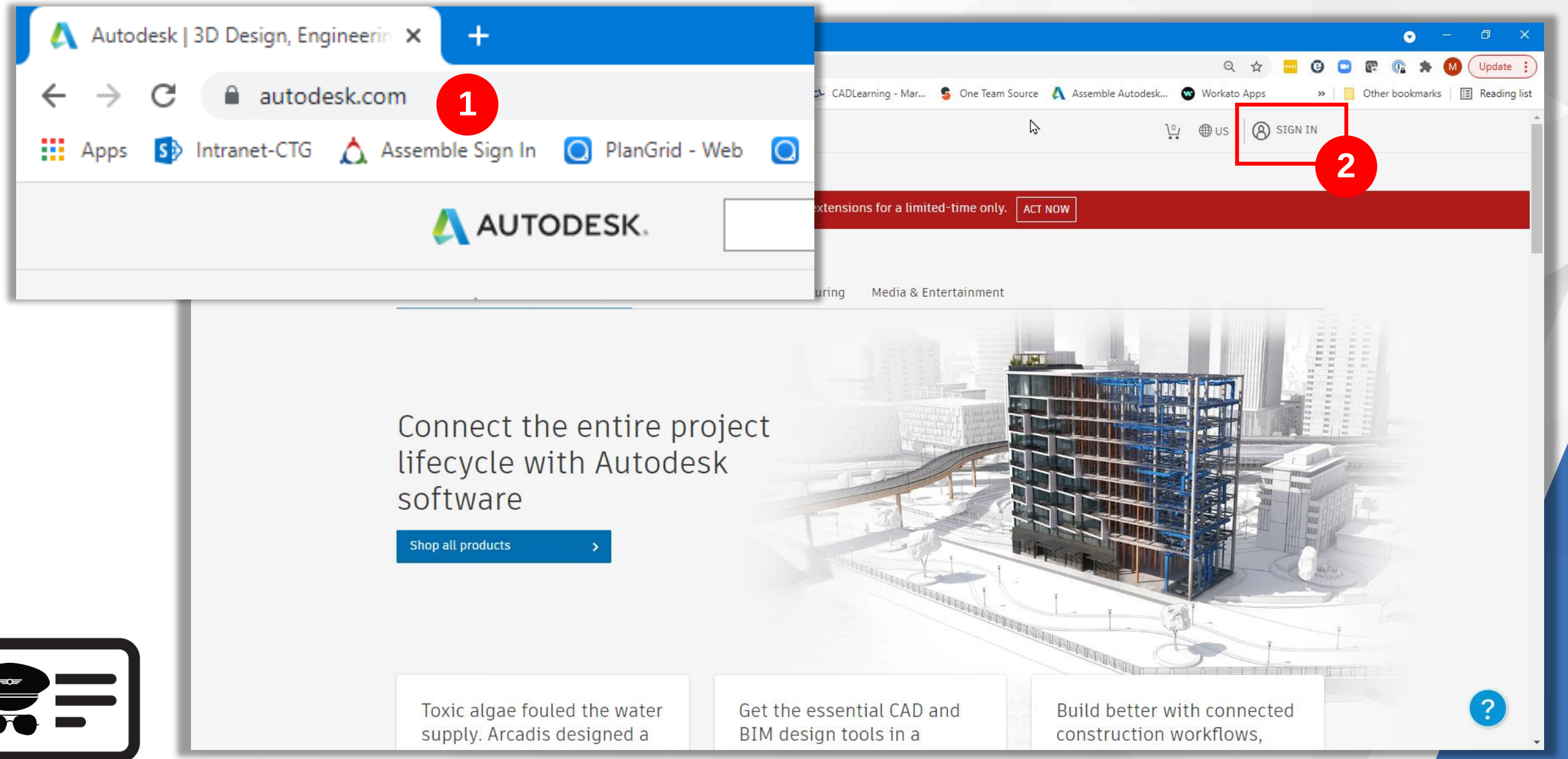
Autodesk

Assigning License

Assign Autodesk Subscription (License)



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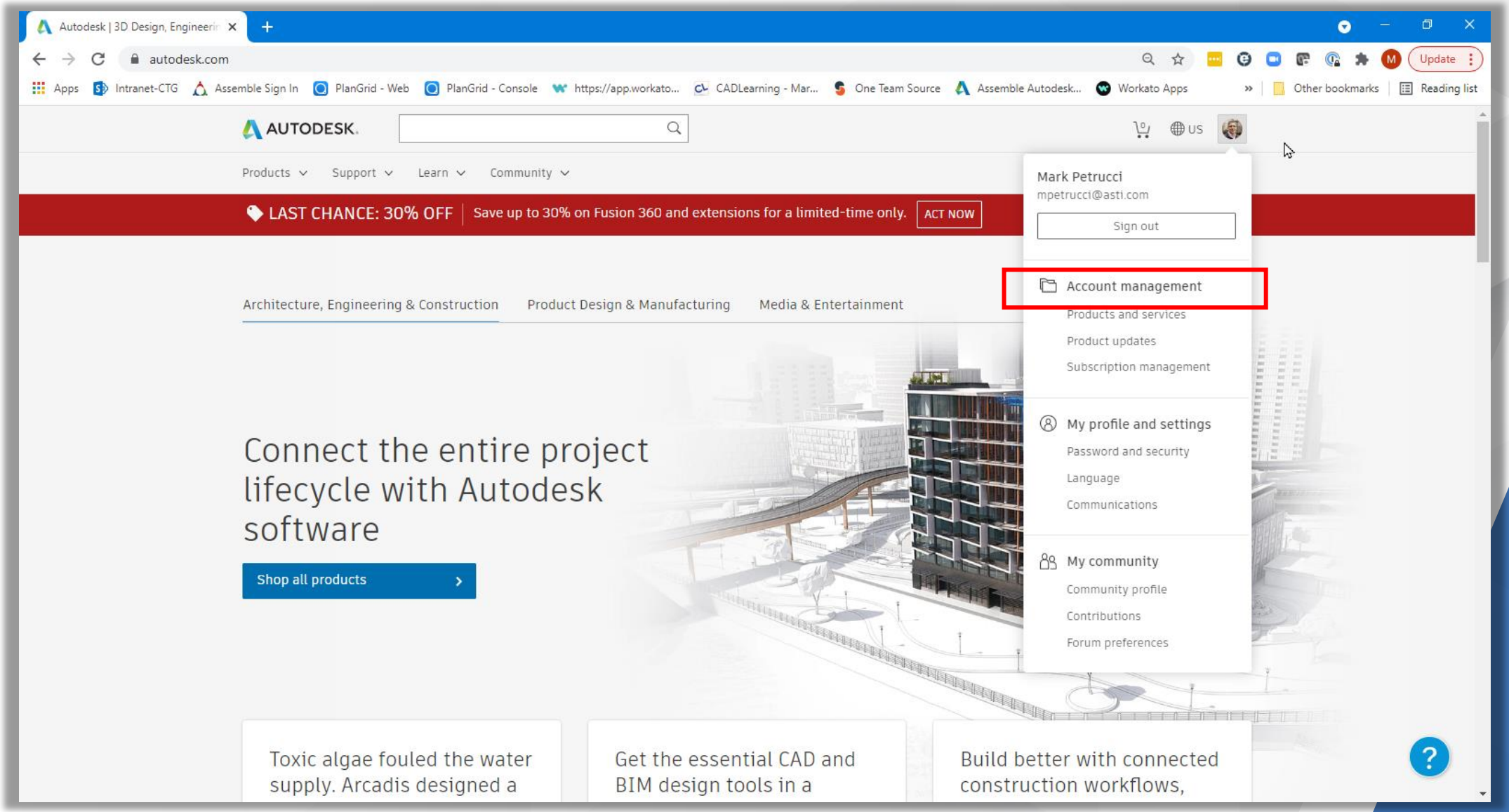

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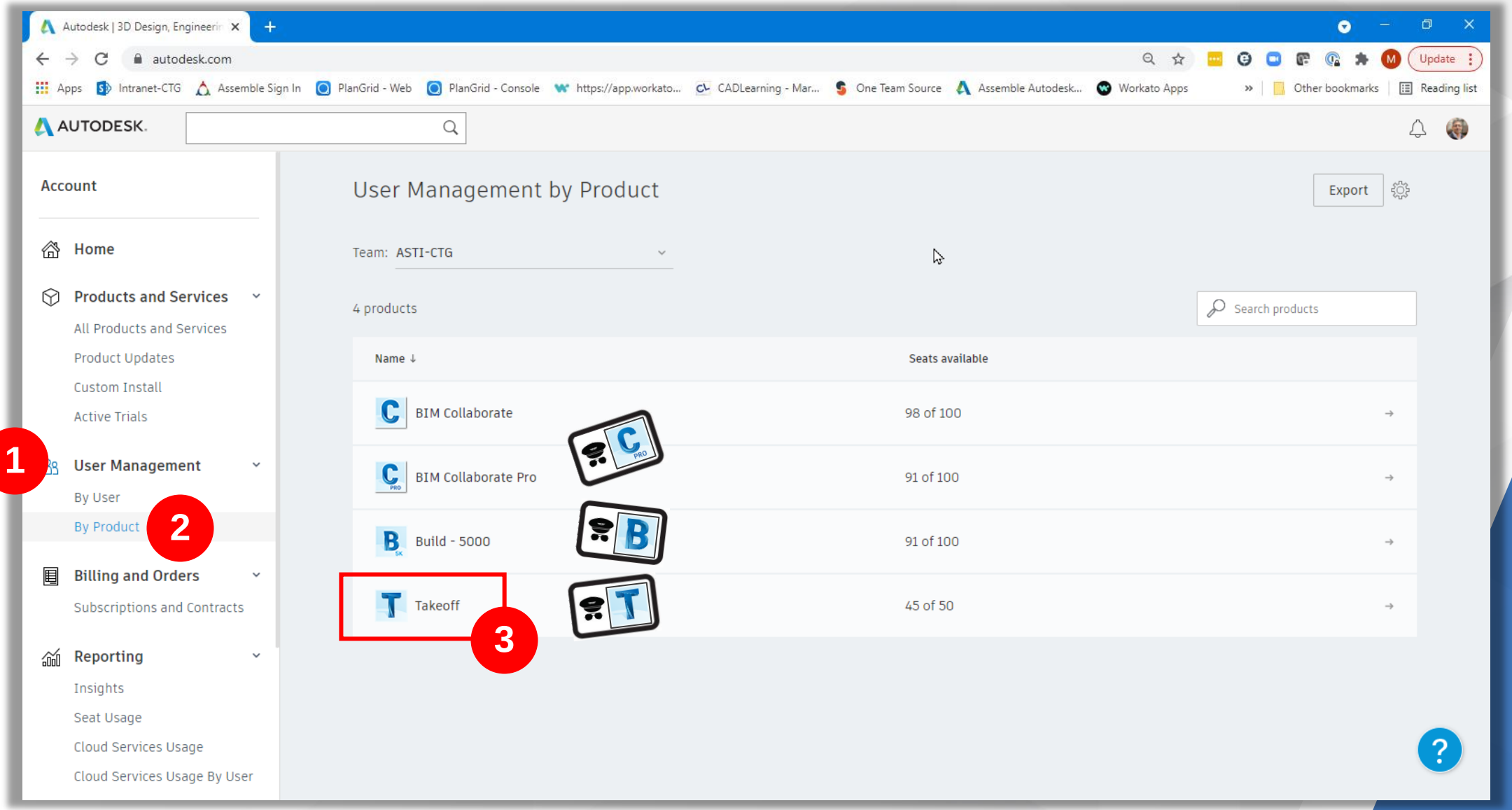

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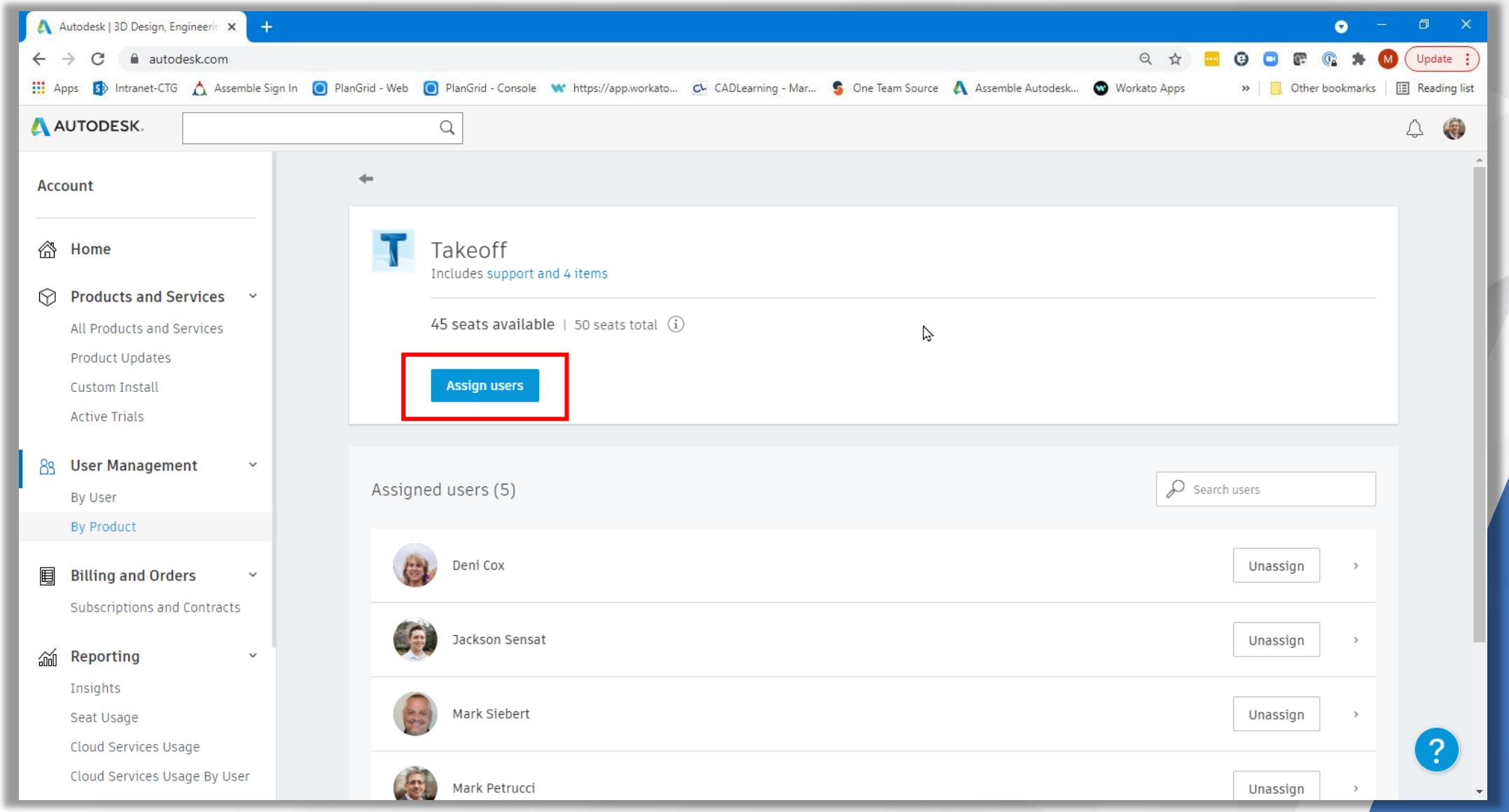

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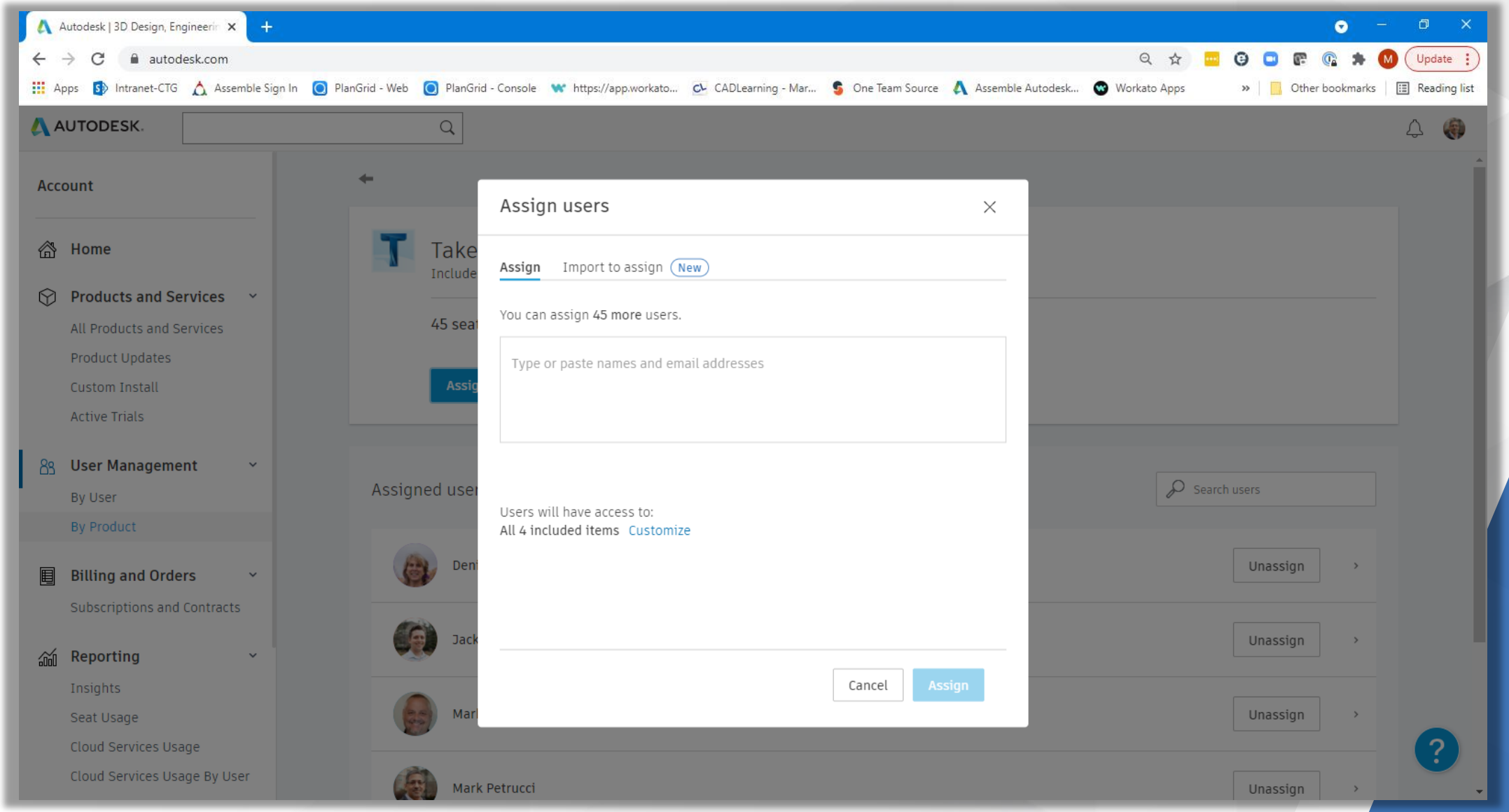

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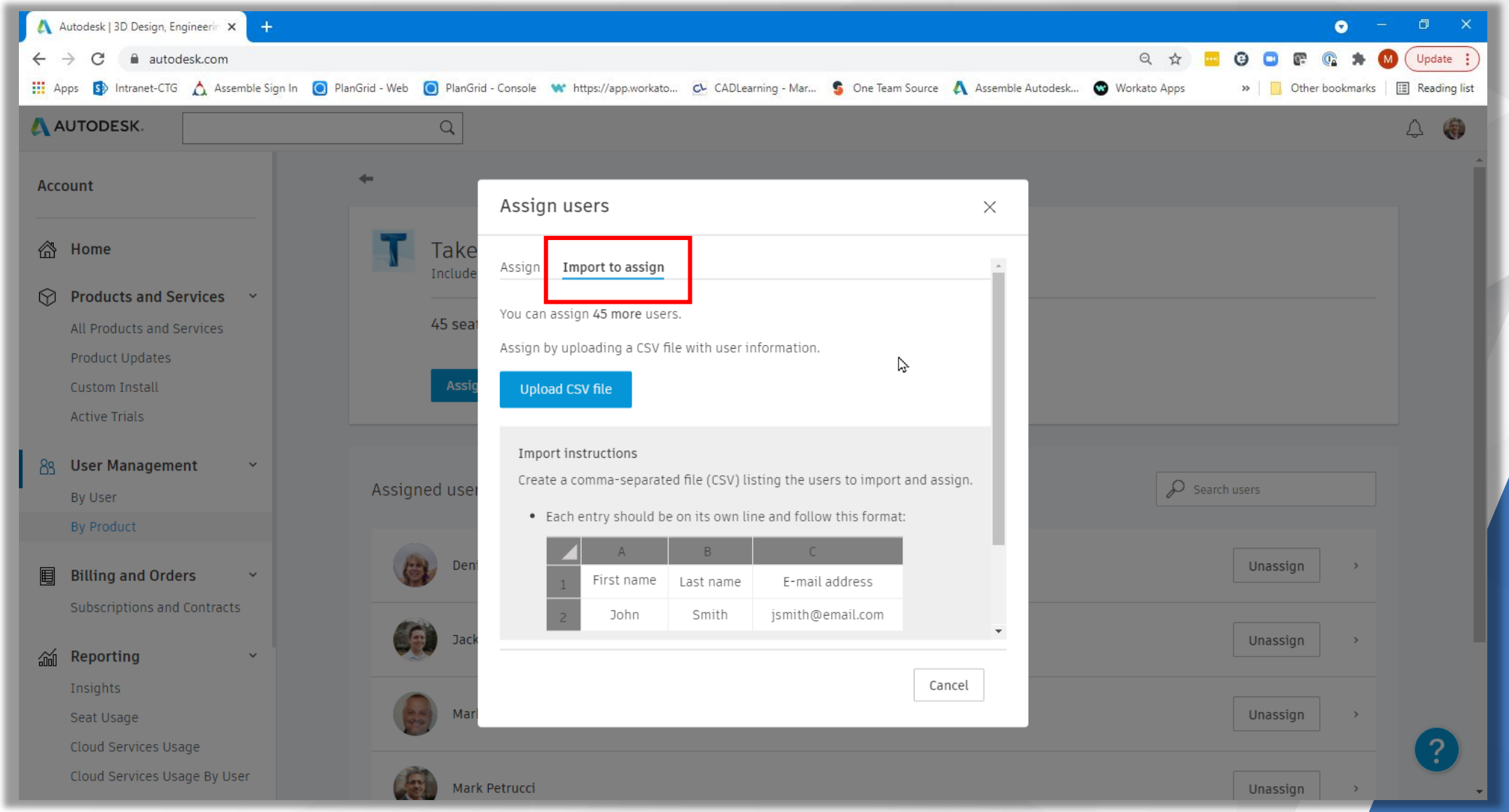

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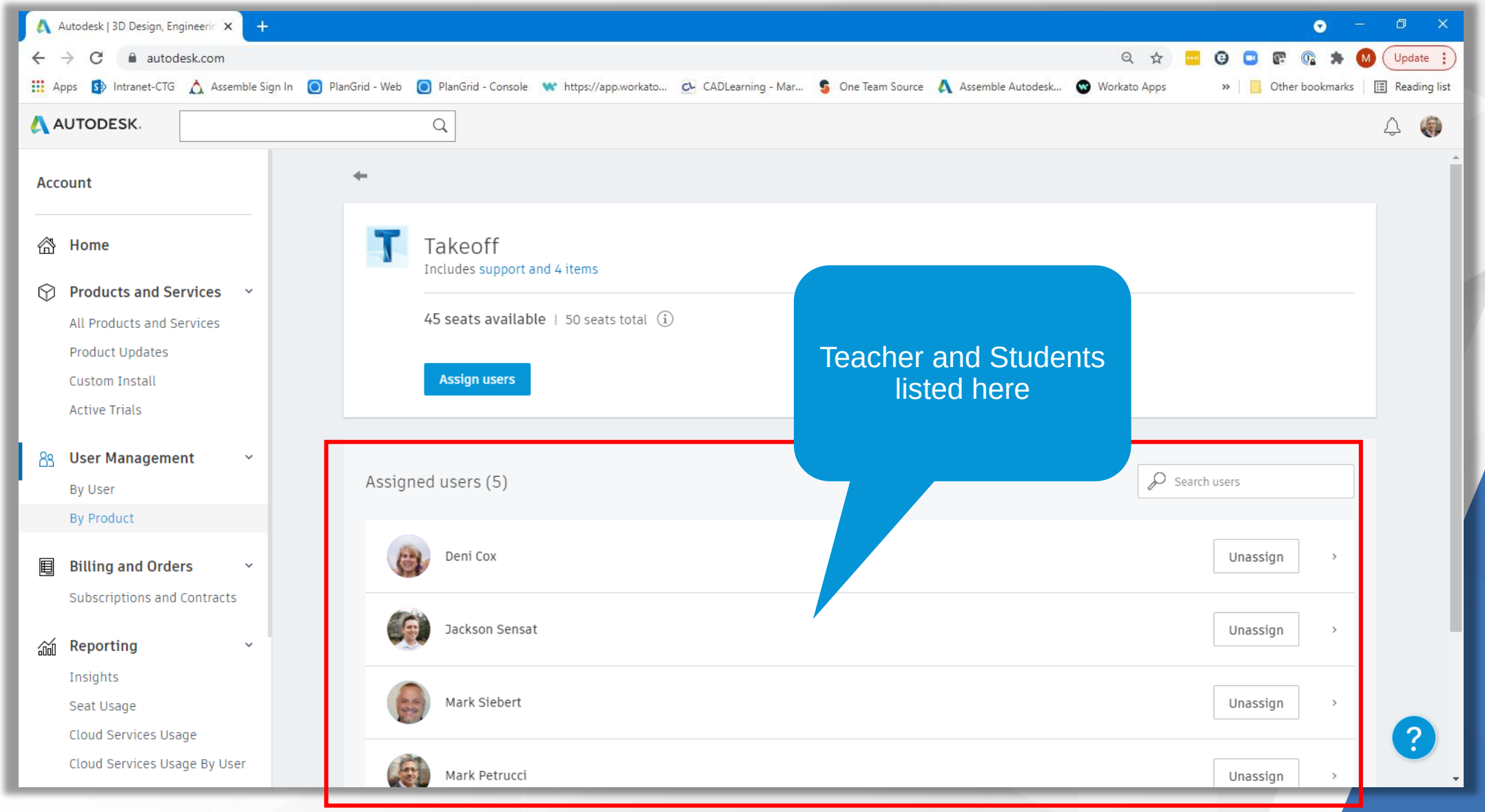

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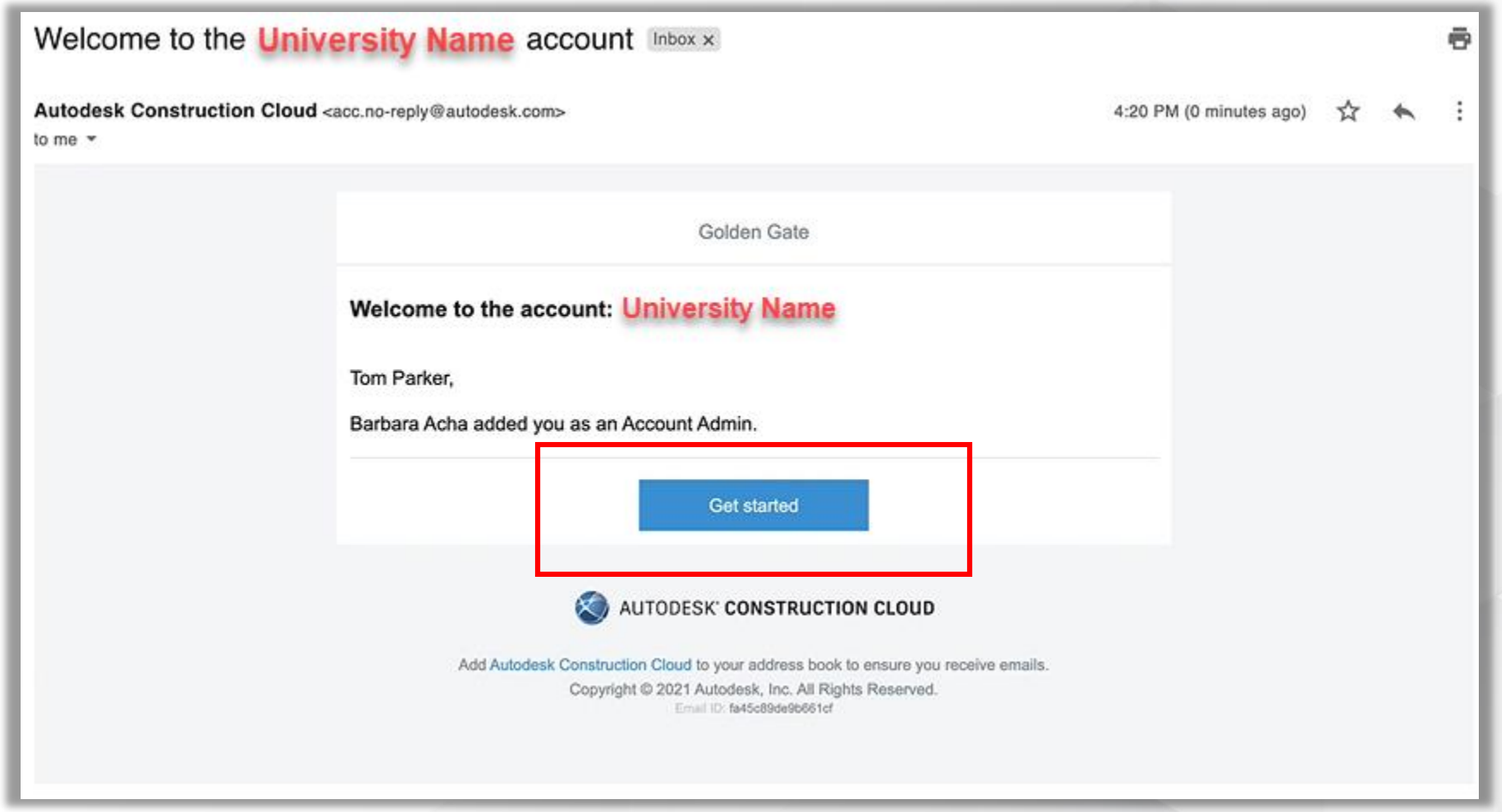
Autodesk Construction Cloud

Account Admin

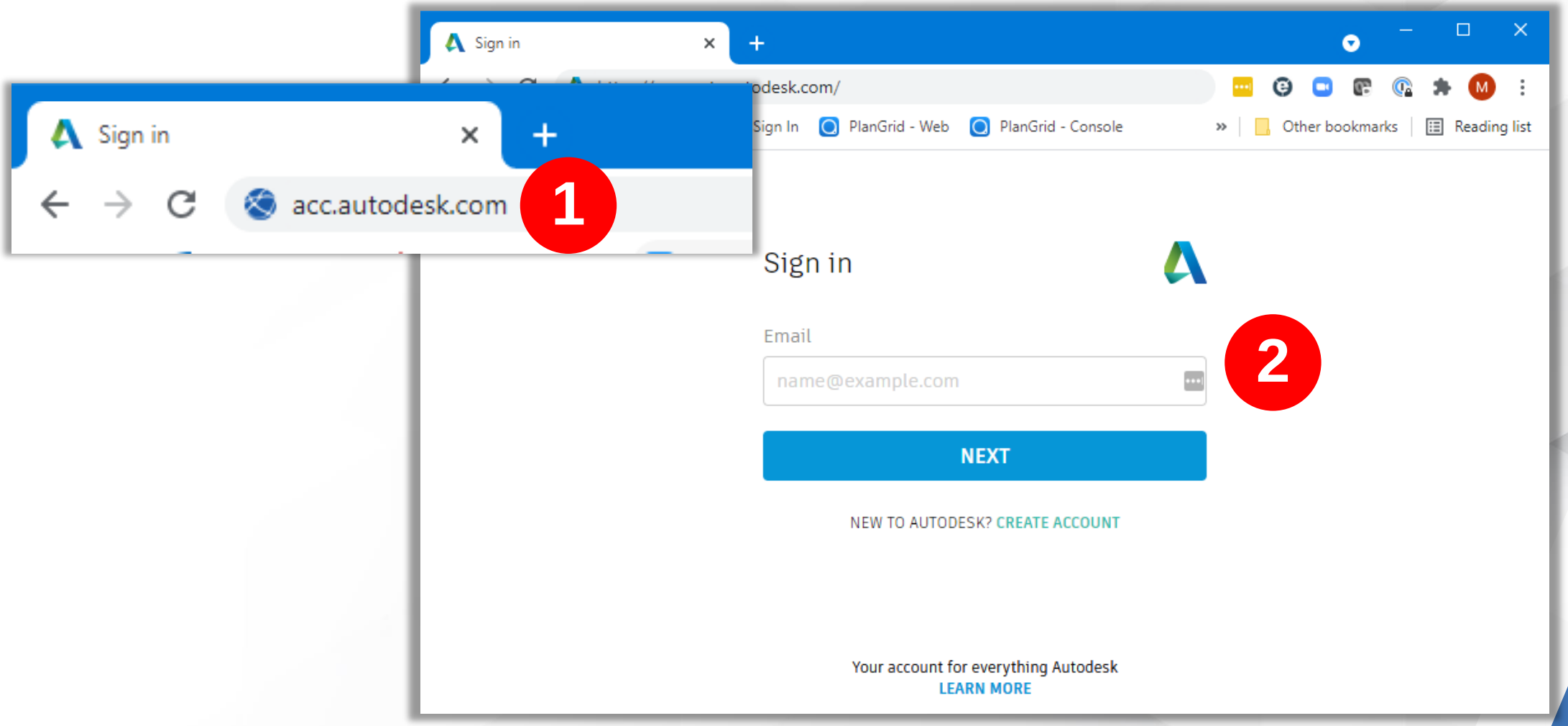
Account Administrator

- Sample invitation to School's Account Administrator



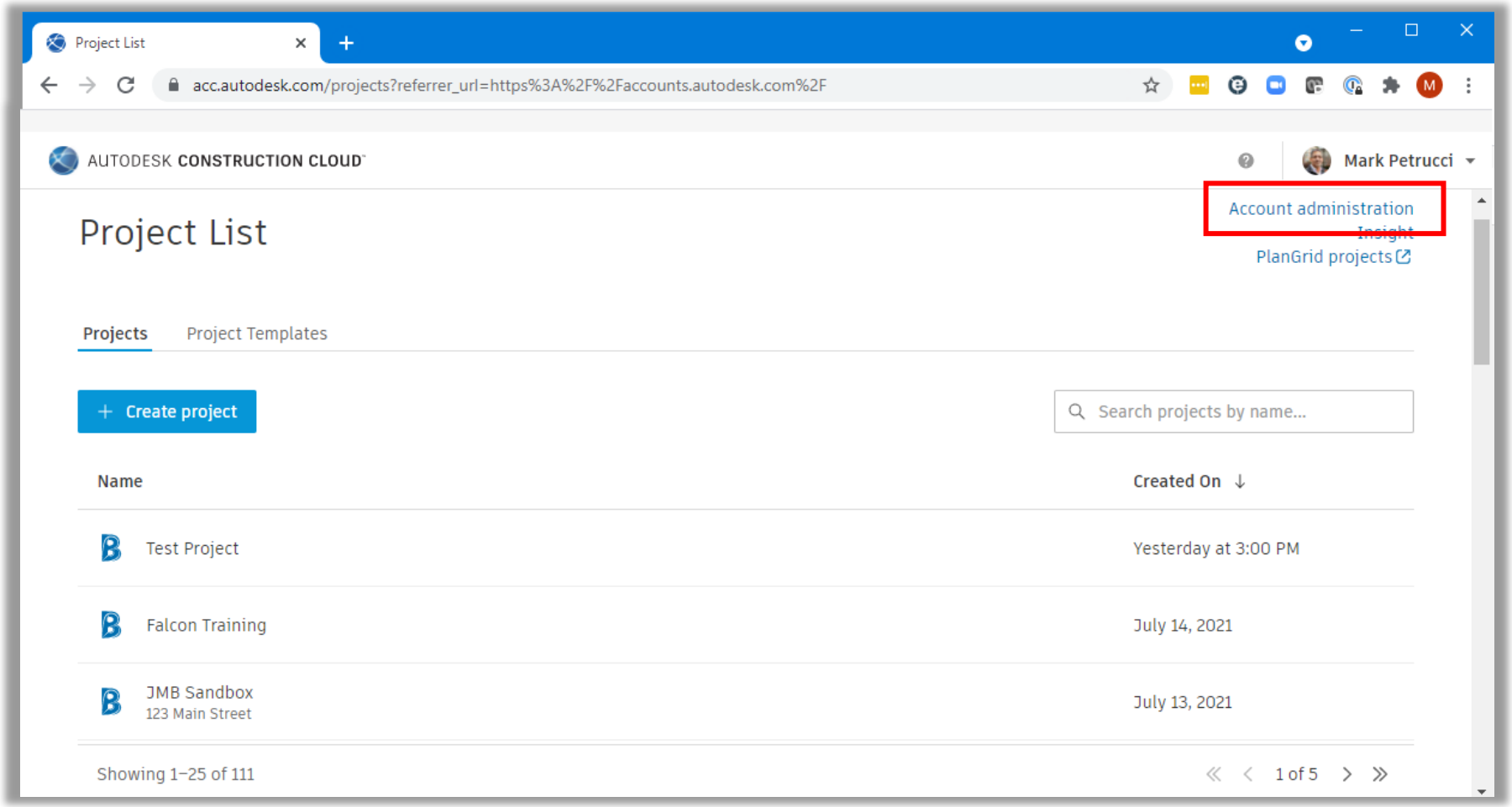
Autodesk Construction Cloud

- Logging into ACC



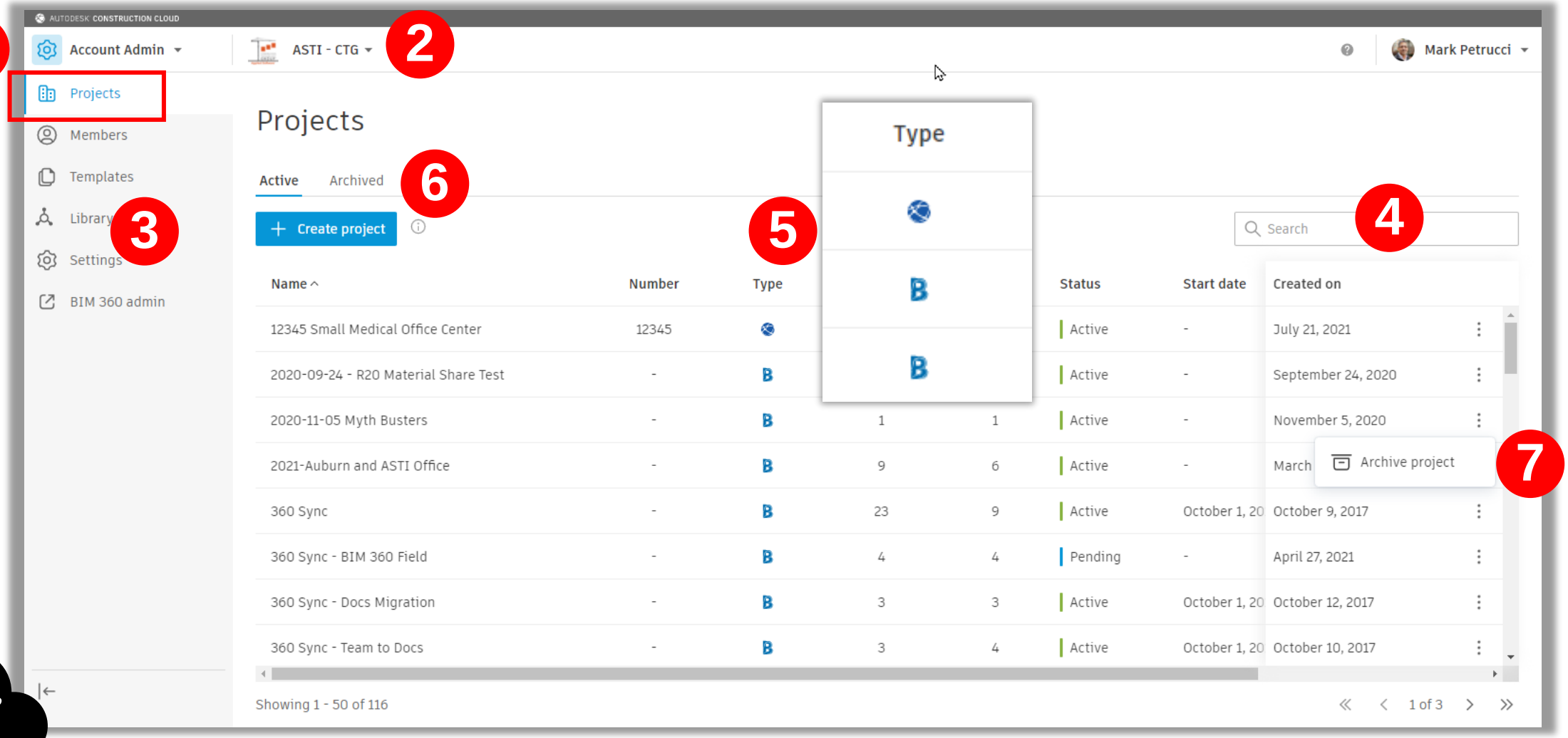
ACC Account Administration

Access Account Administration



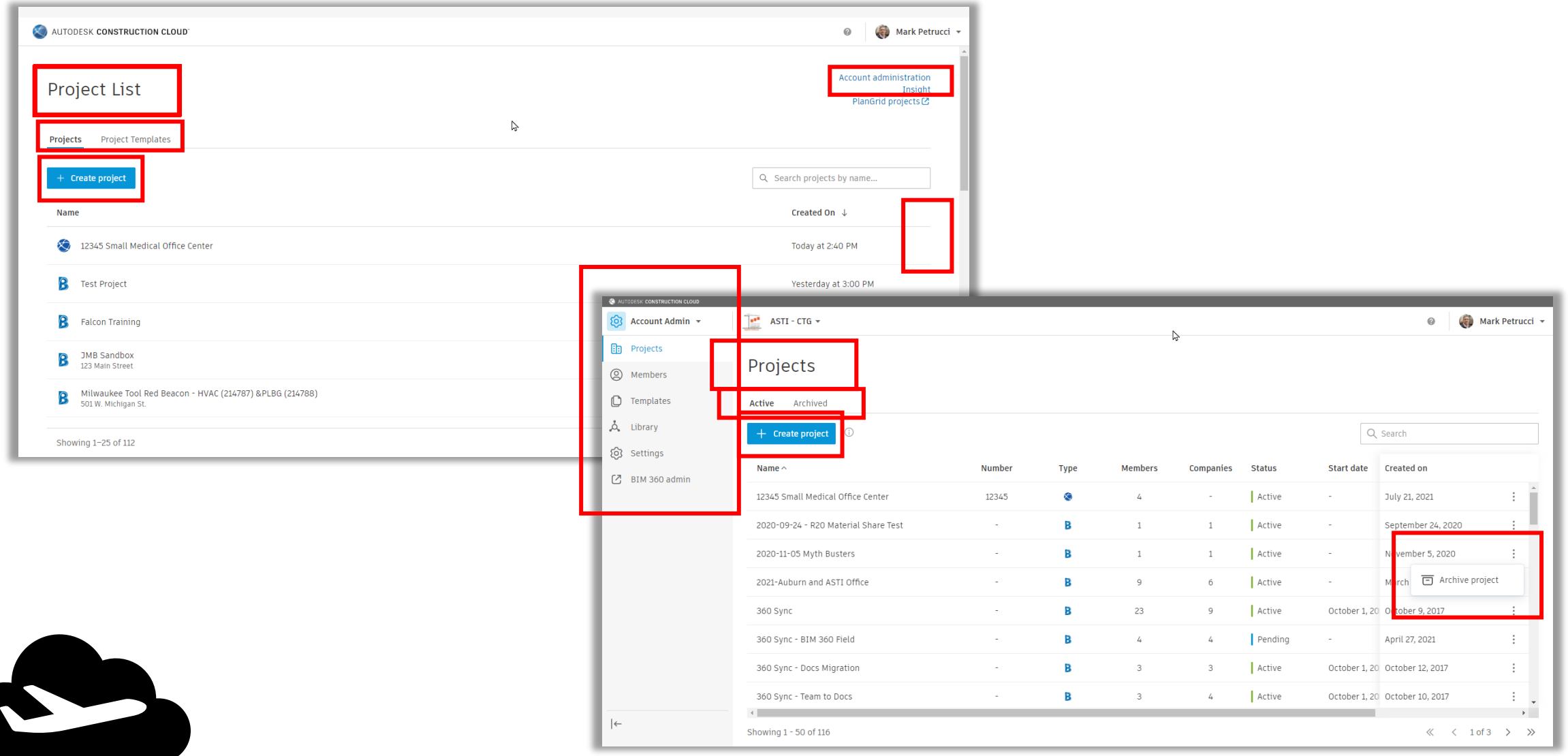
ACC Account Administration

Account Administration User Interface



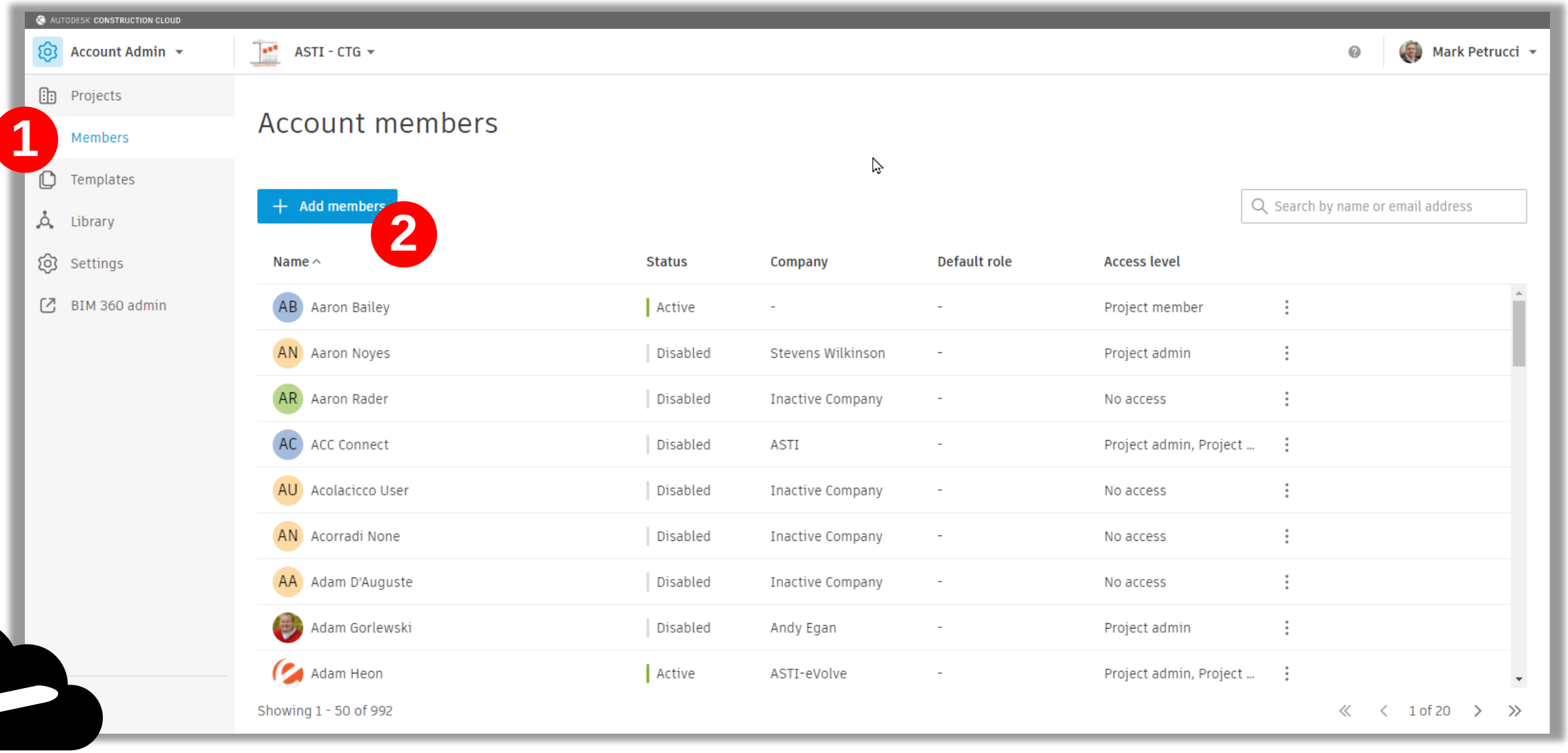
ACC Account Administration

Project List vs Account Admin



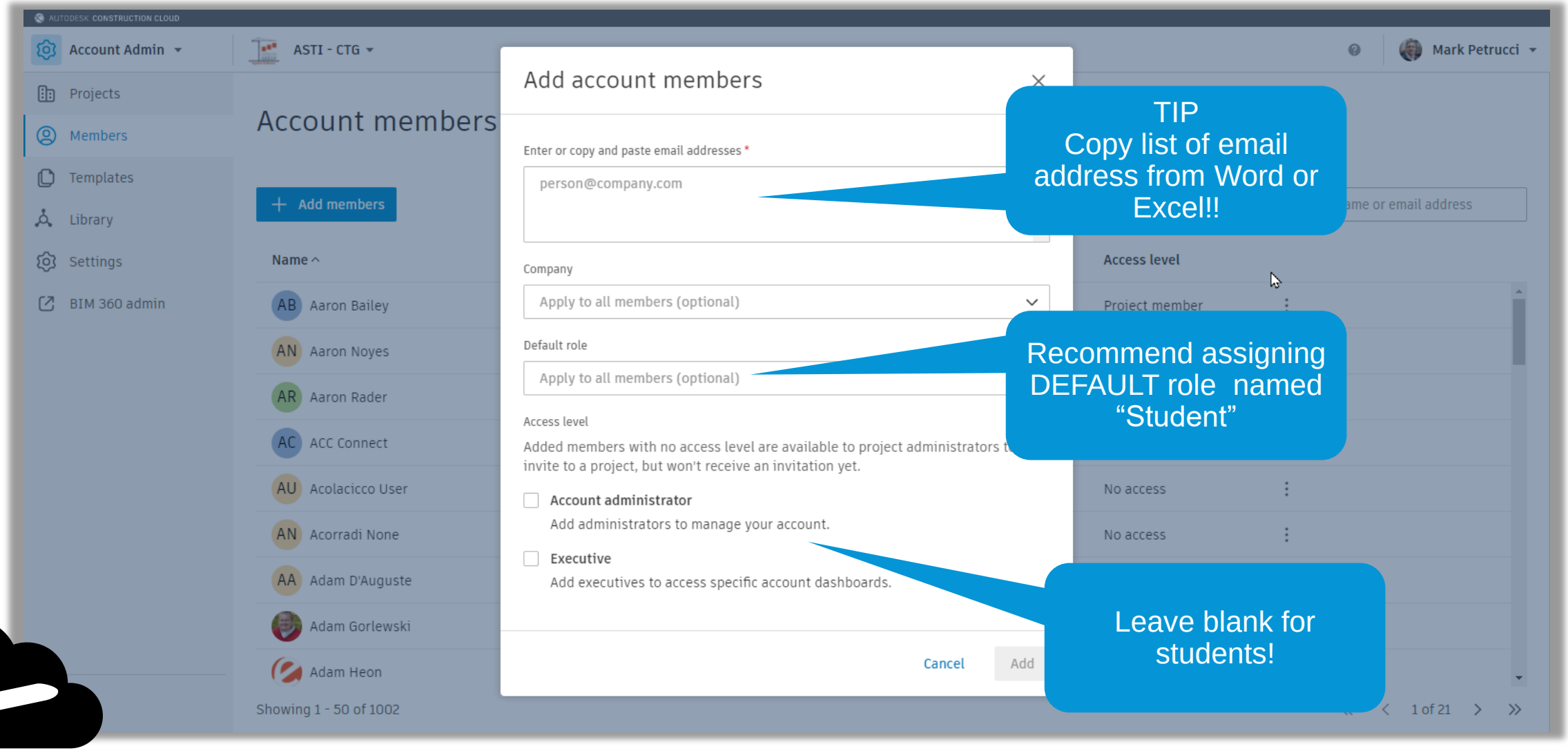
ACC Account Administration

Account Members



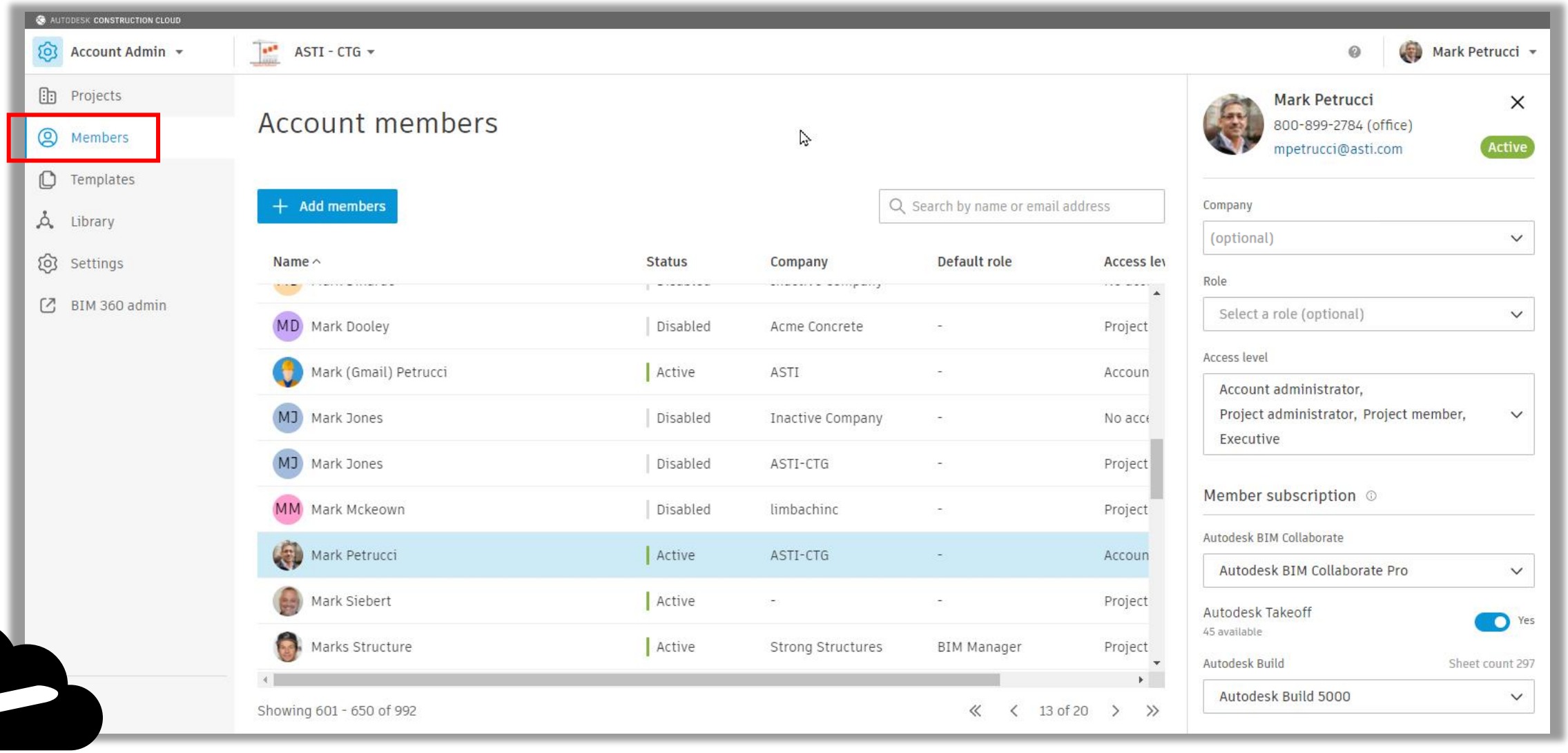
ACC Account Administration

Account Members



ACC Account Administration

Account Members



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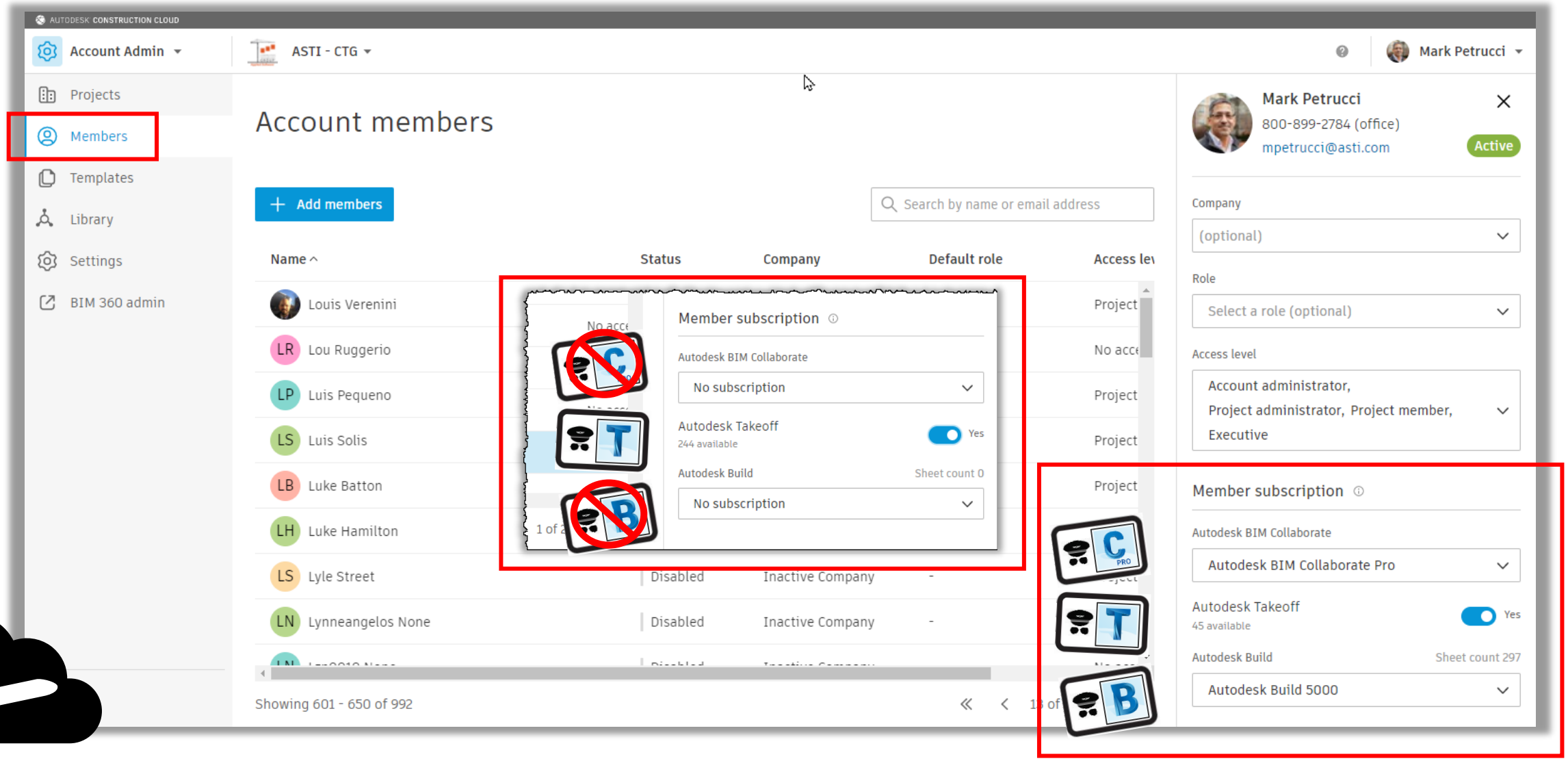
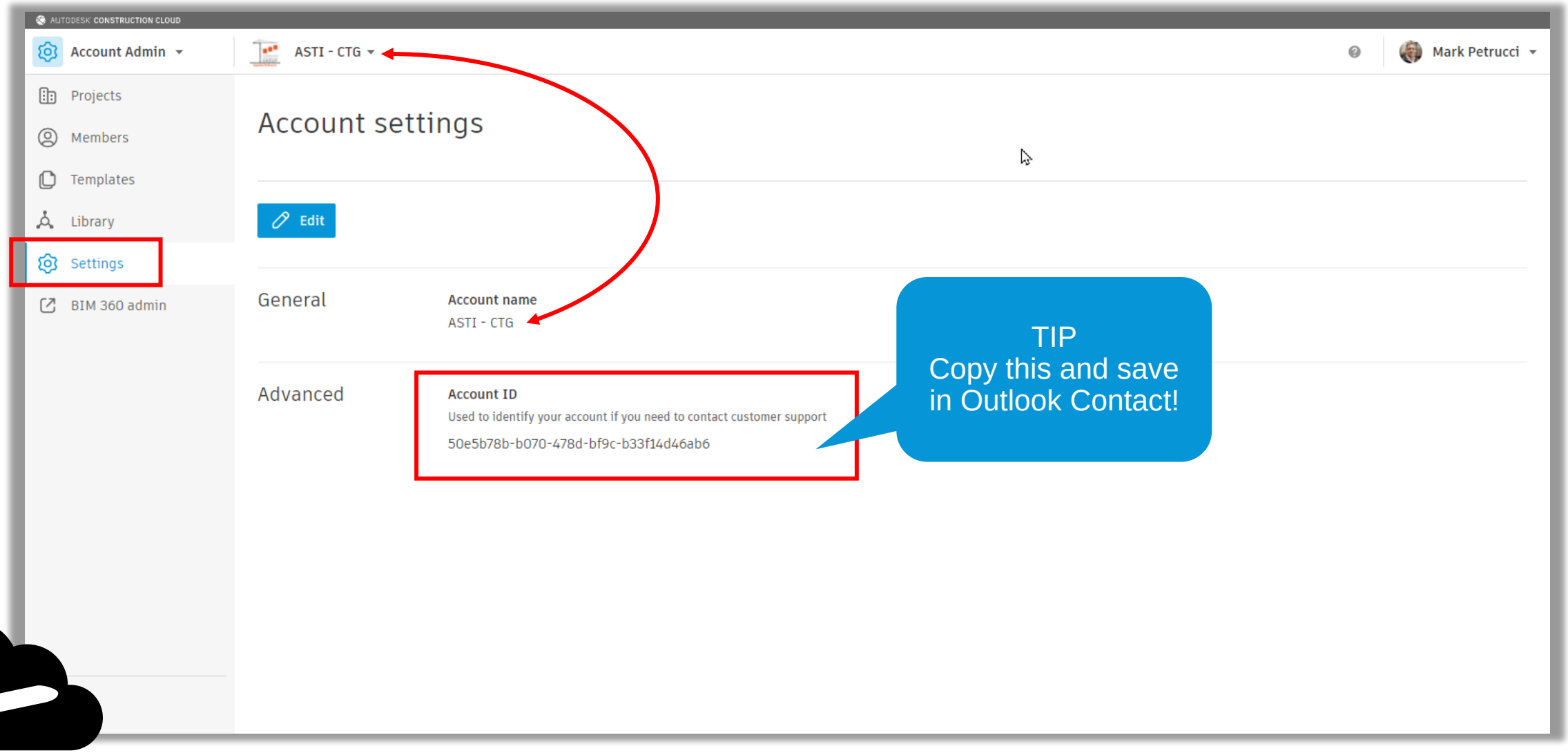
Account Members



ACC Account Administration

Account Settings



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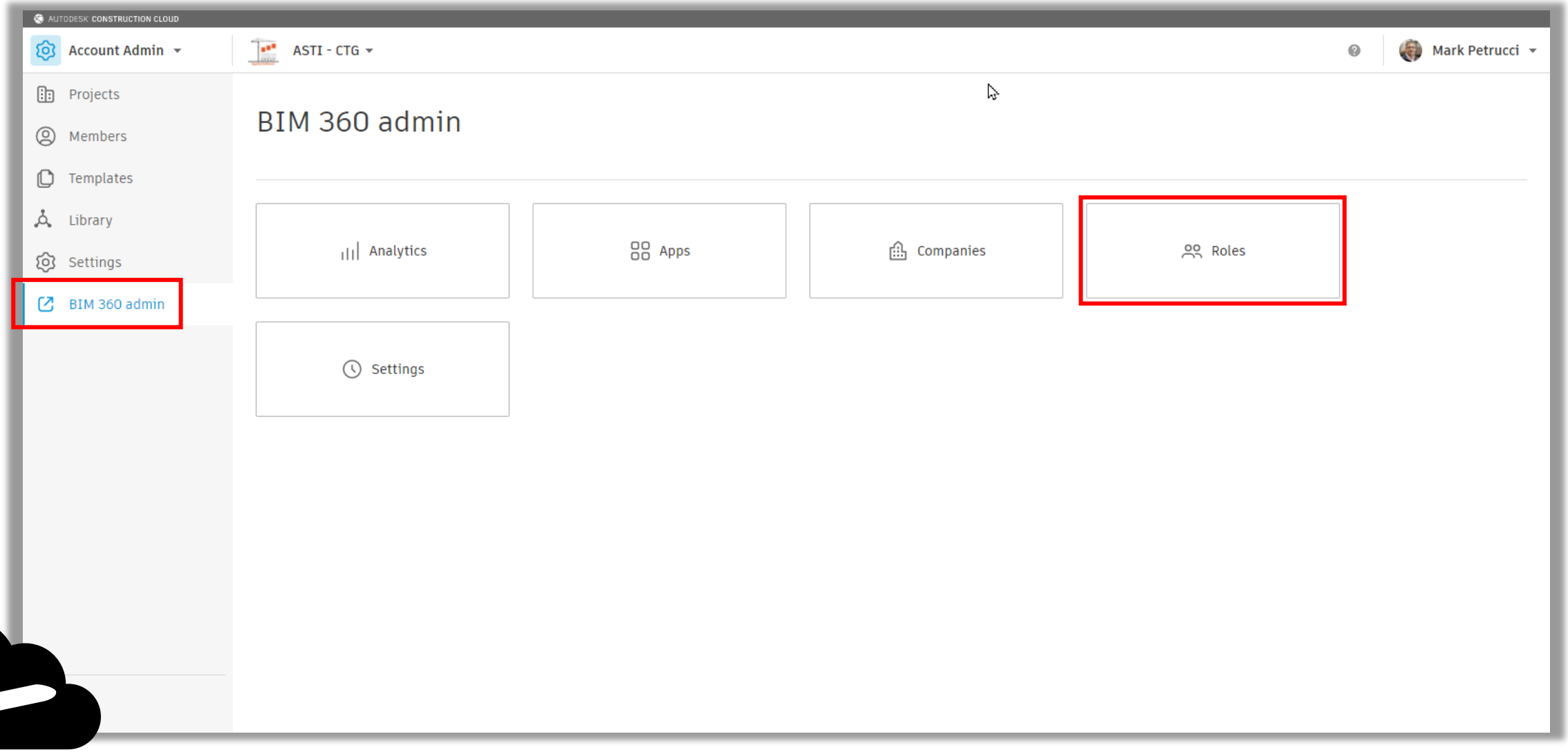
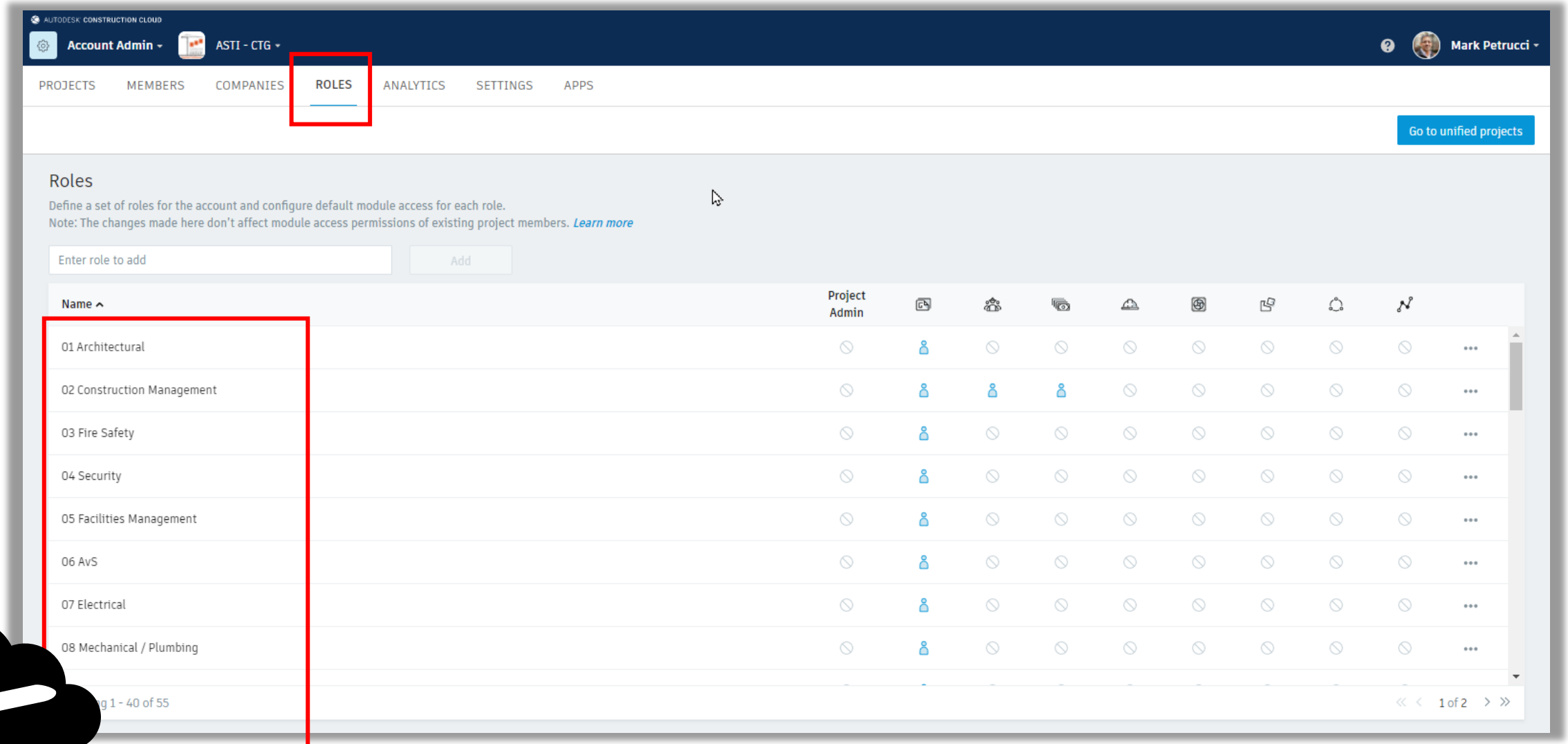
Account Settings



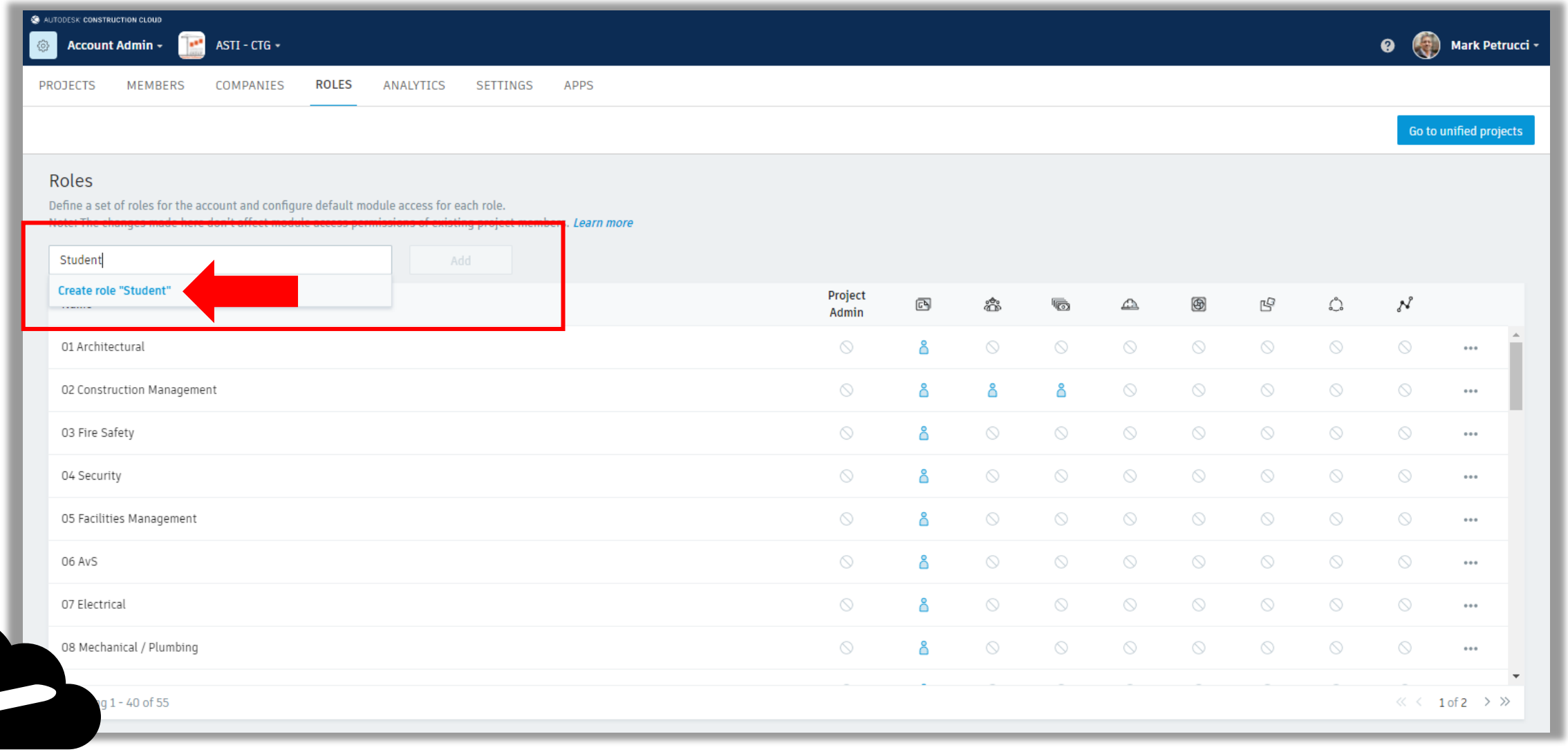
ACC Account Administration

Account Roles



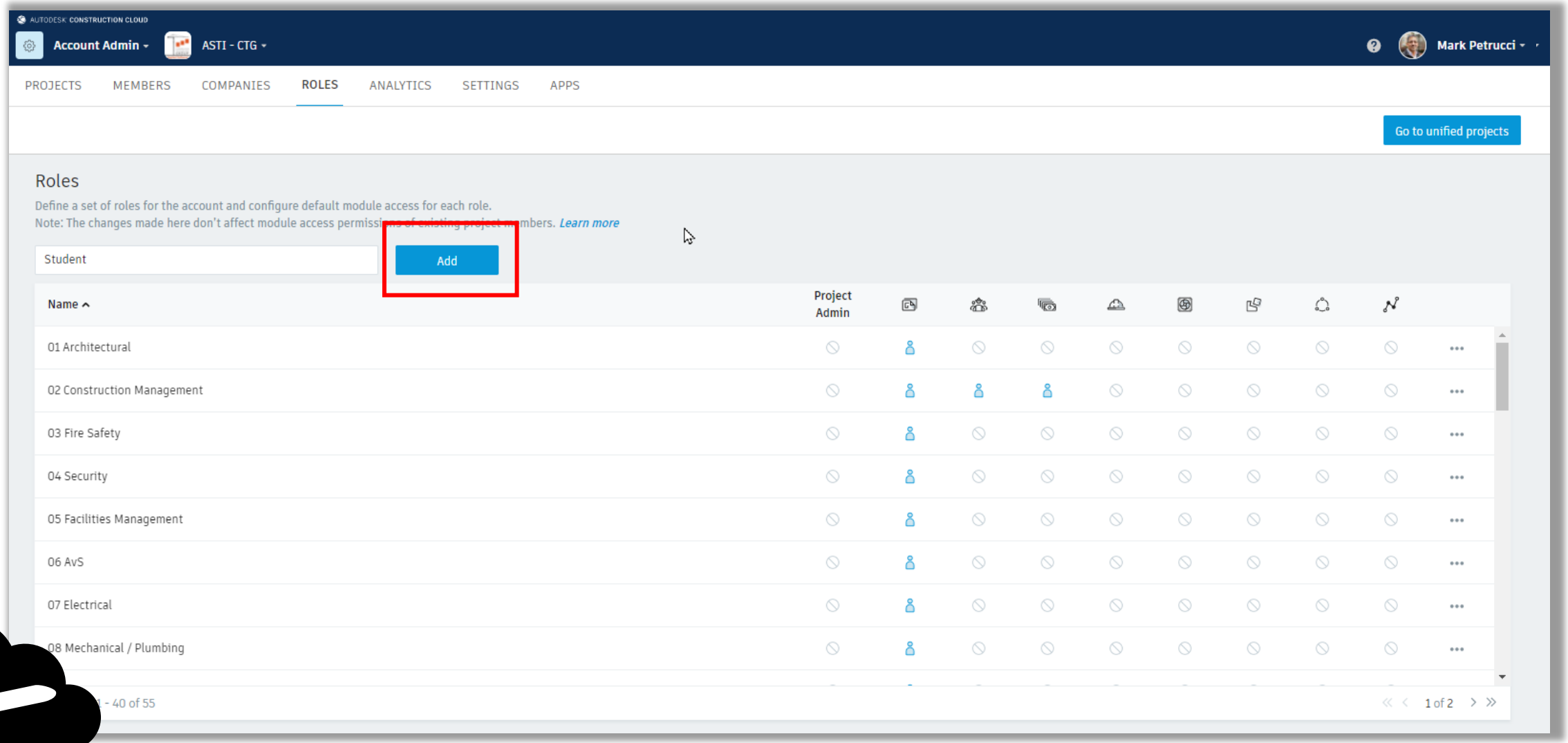
ACC Account Administration

Account Roles



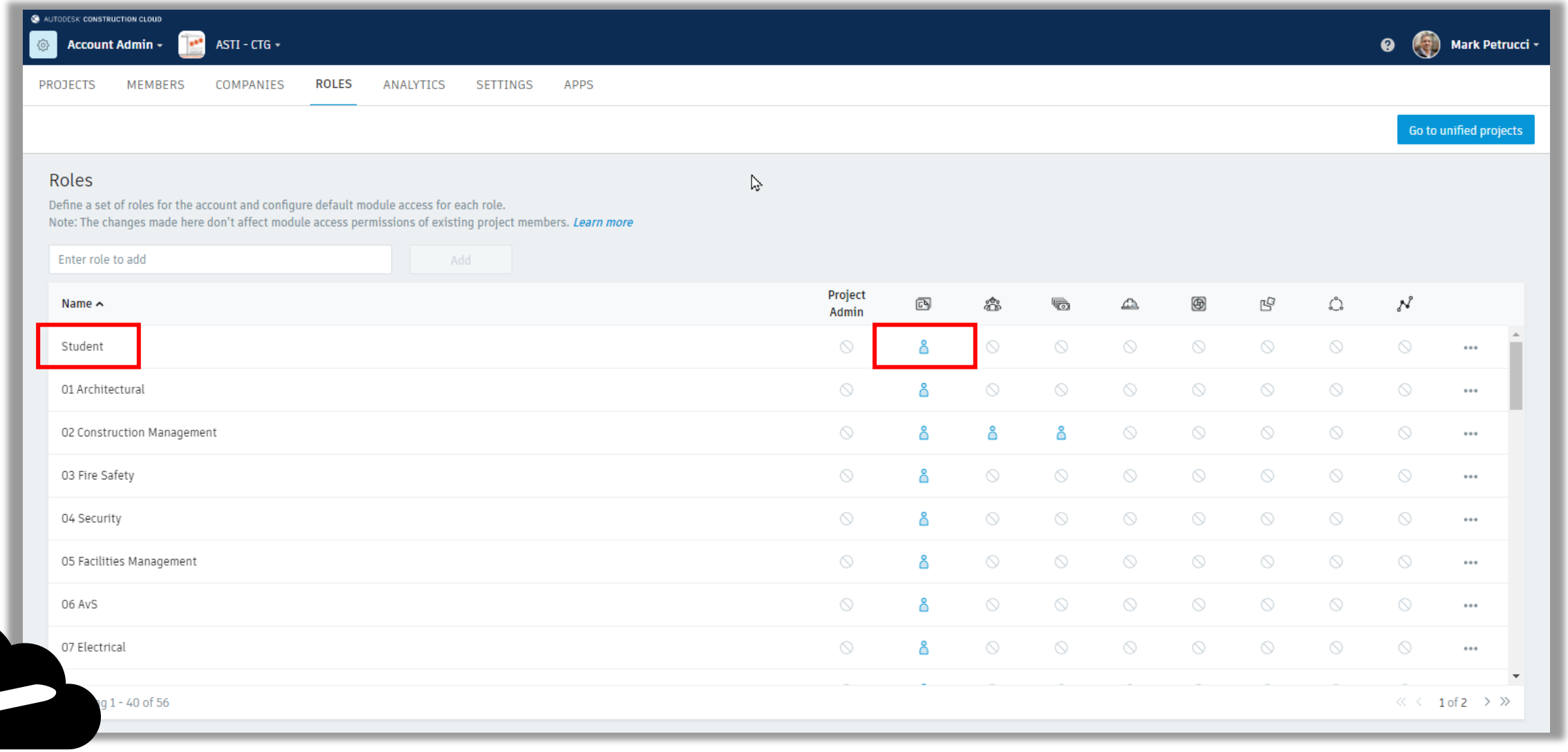
ACC Account Administration

Account Roles



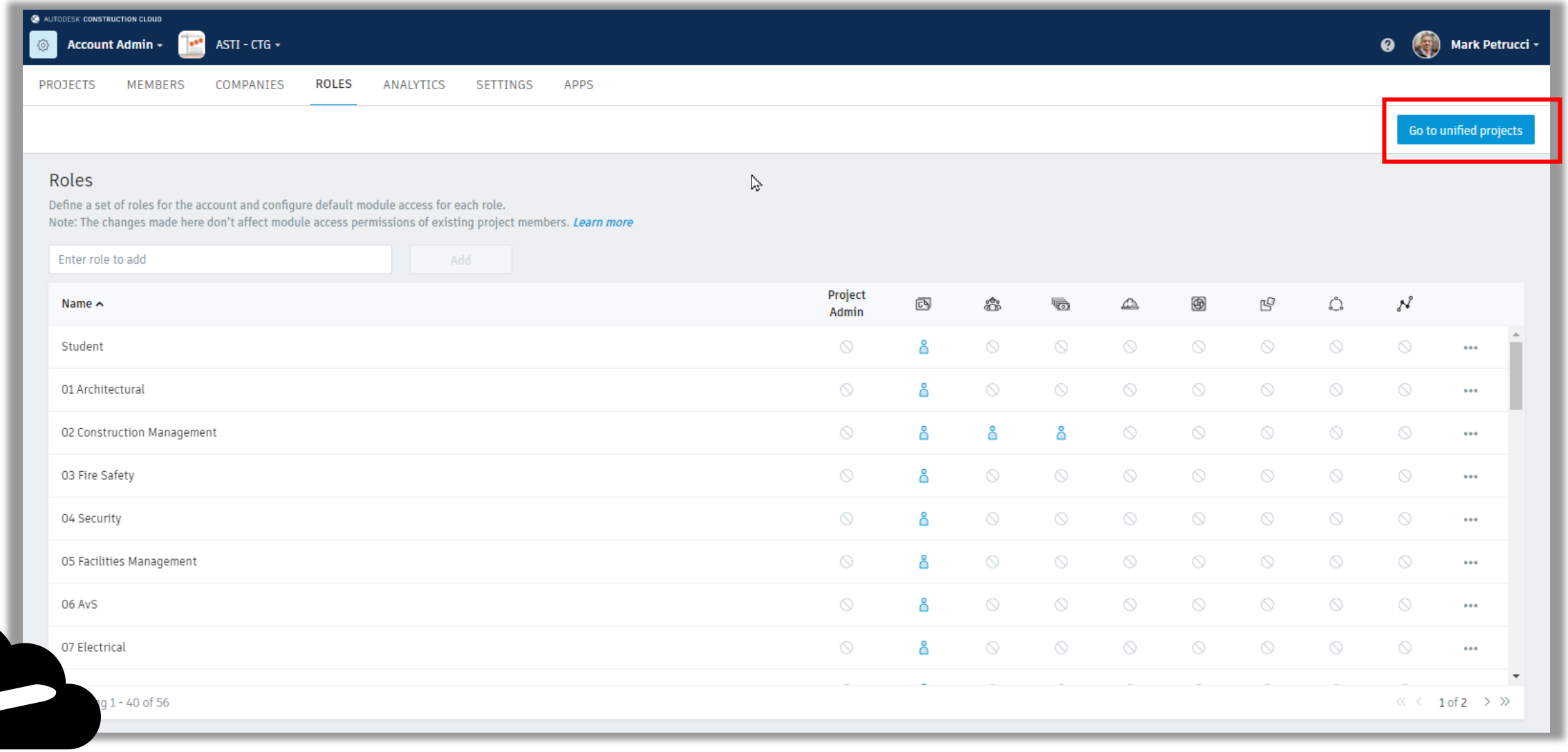
ACC Account Administration

Account Roles



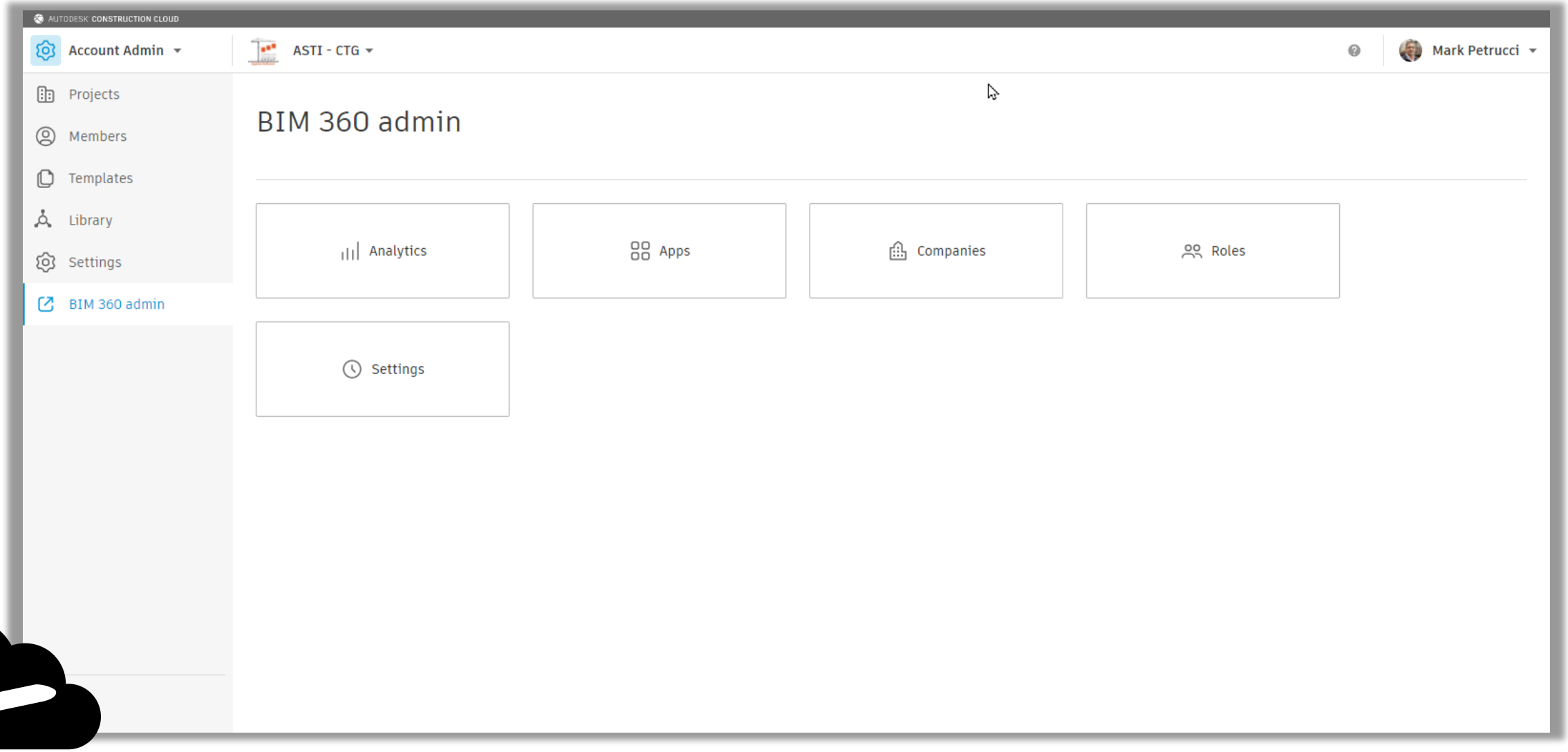
ACC Account Administration

Account Roles



ACC Account Administration

Account Settings



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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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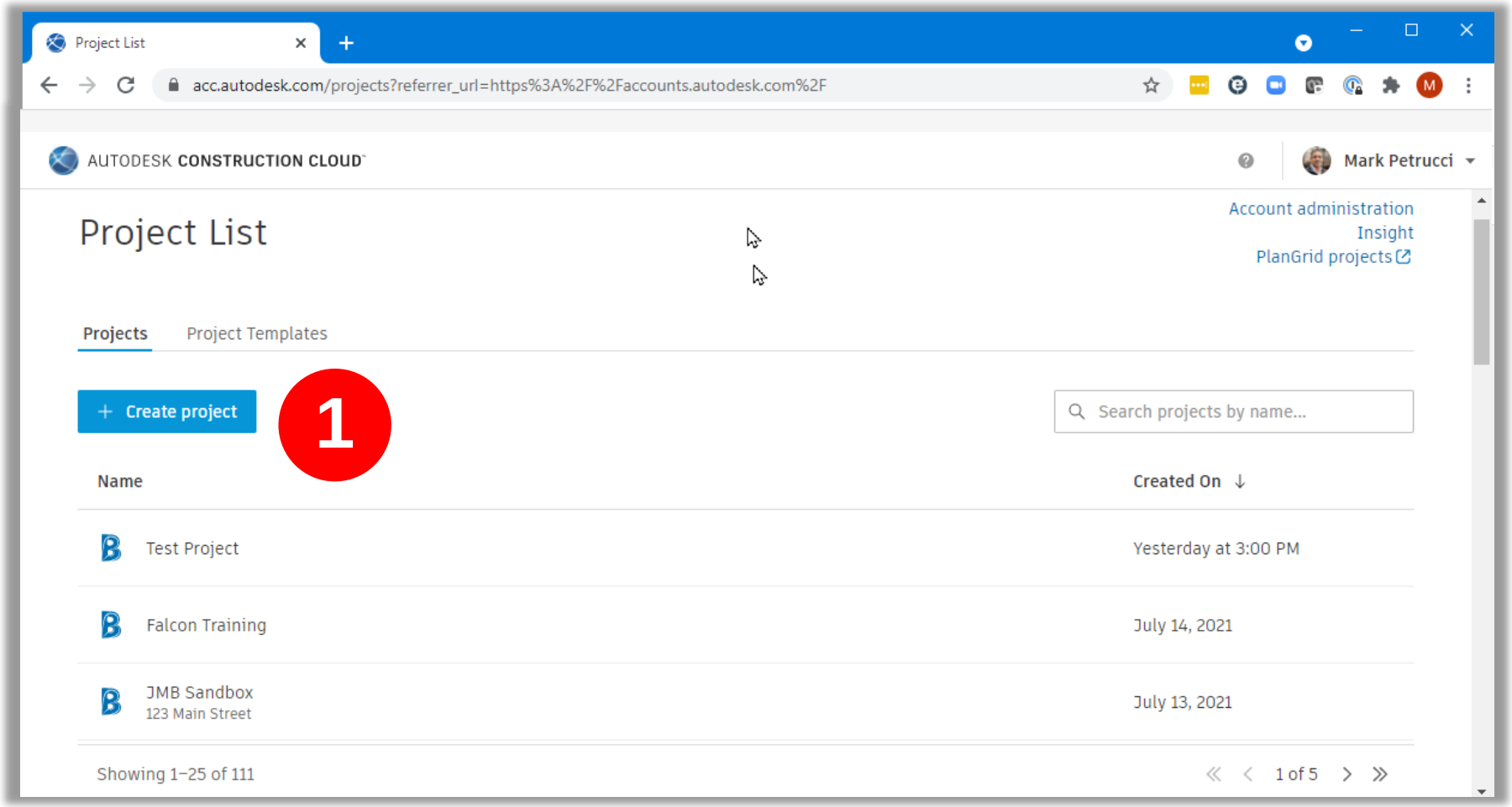
Autodesk Construction Cloud

Project Admin

ACC Project Setup

Create New Project



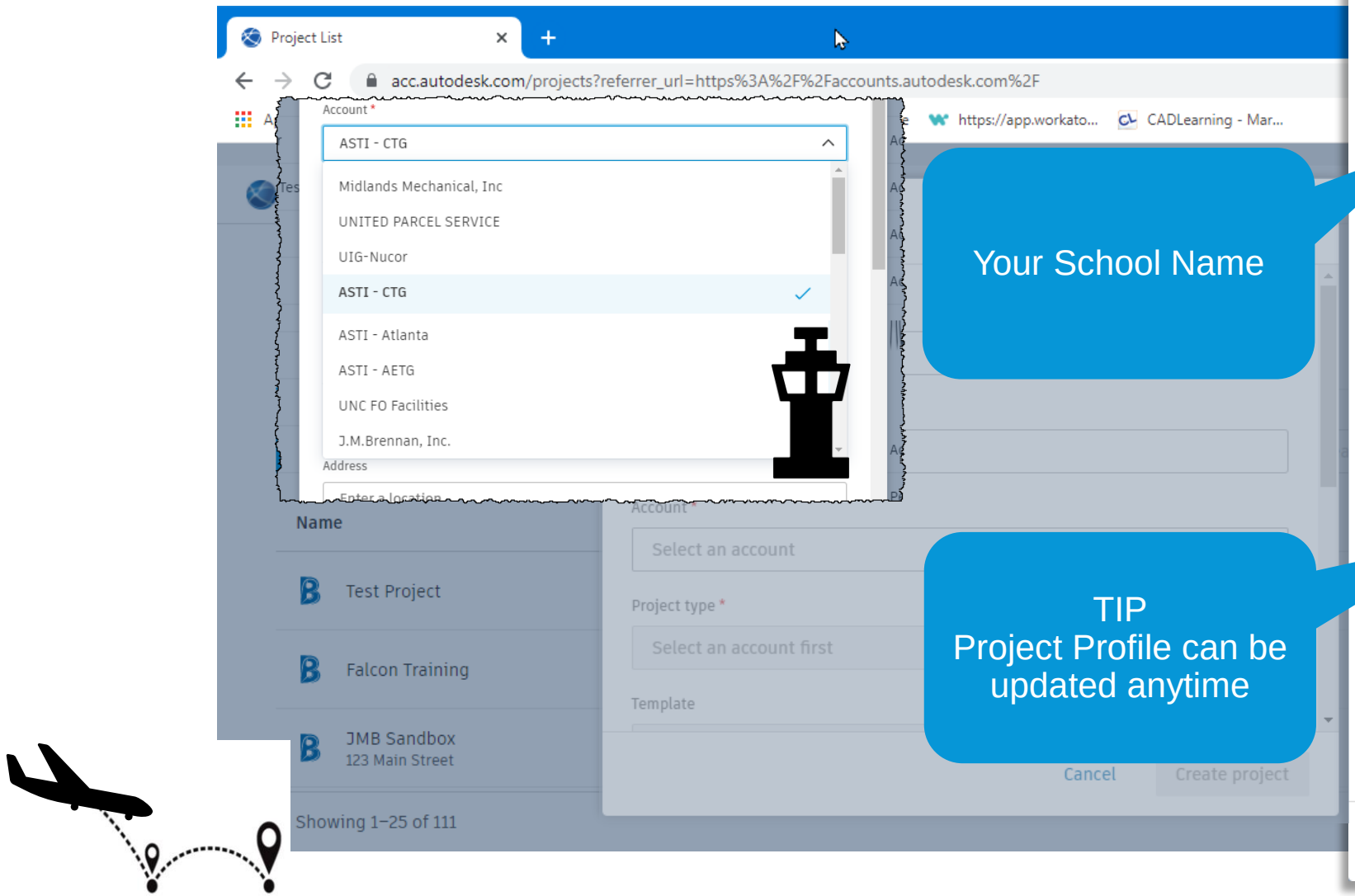
ACC Project Setup

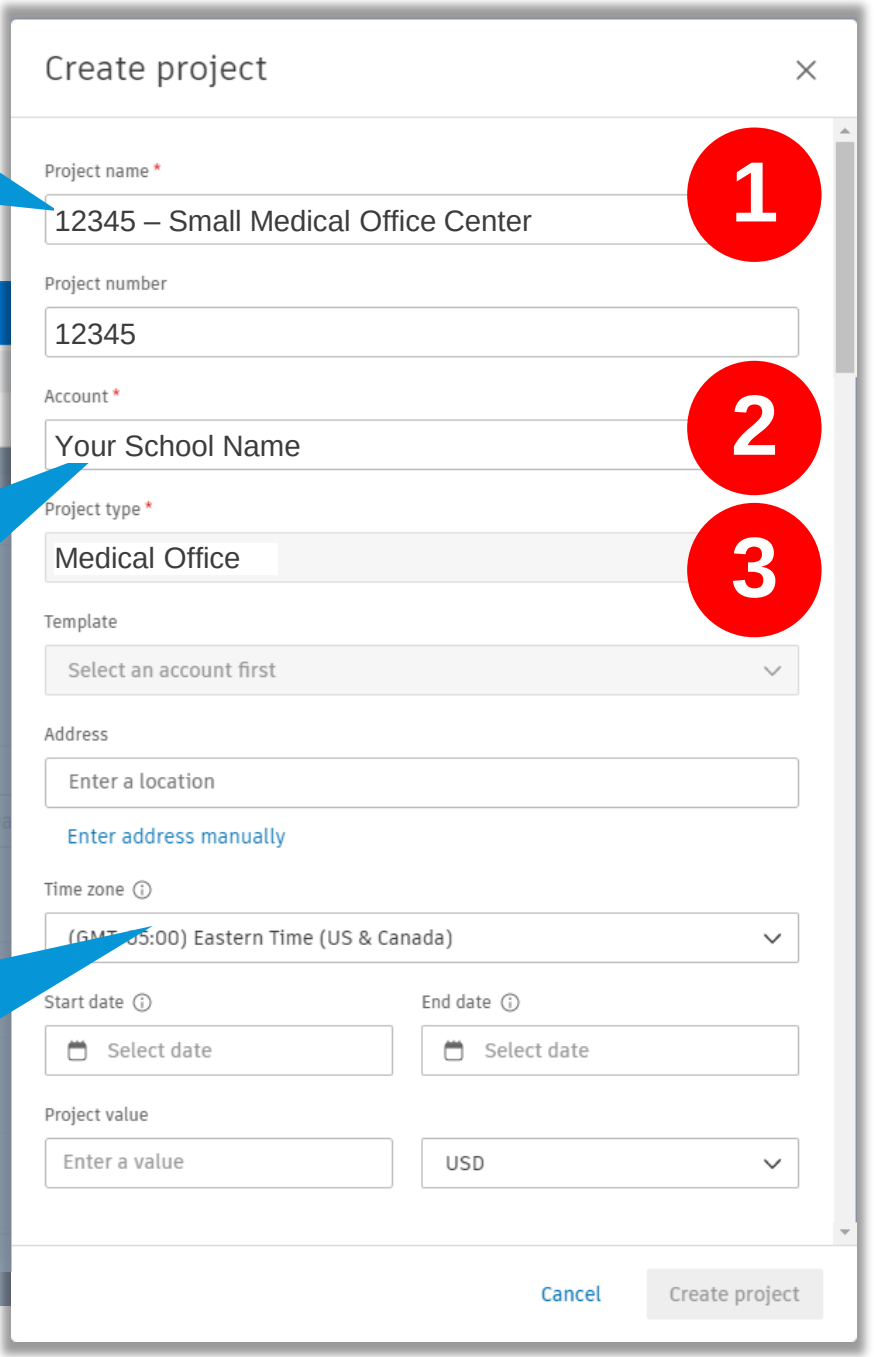
Create New Project

TIP
Include Project Number with Project Name

Your School Name

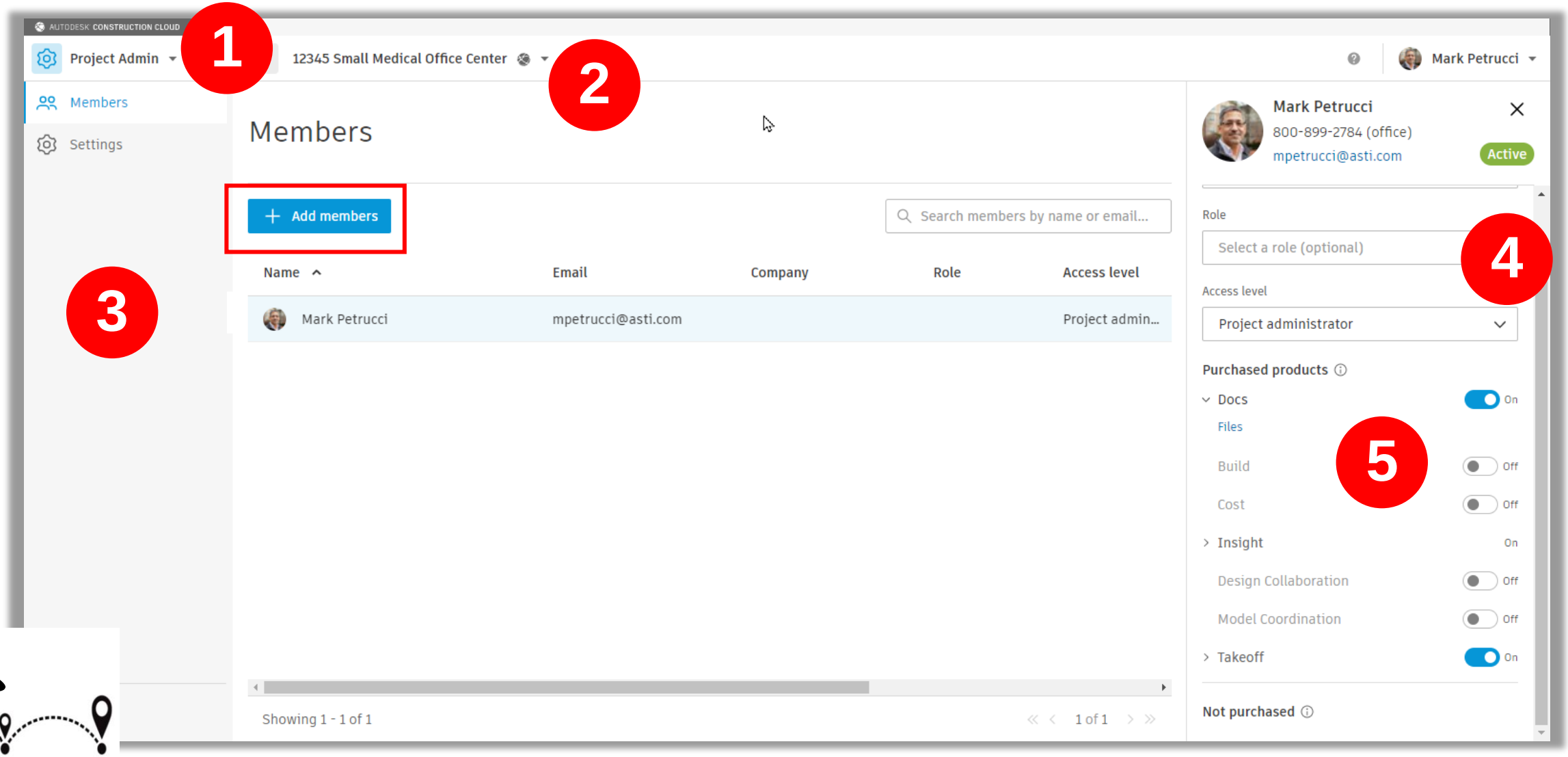
TIP
Project Profile can be updated anytime

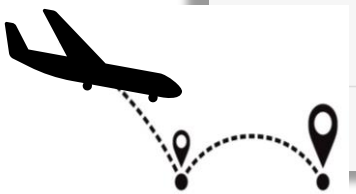




ACC Project Member Management

Project Admin – Add Member User Interface



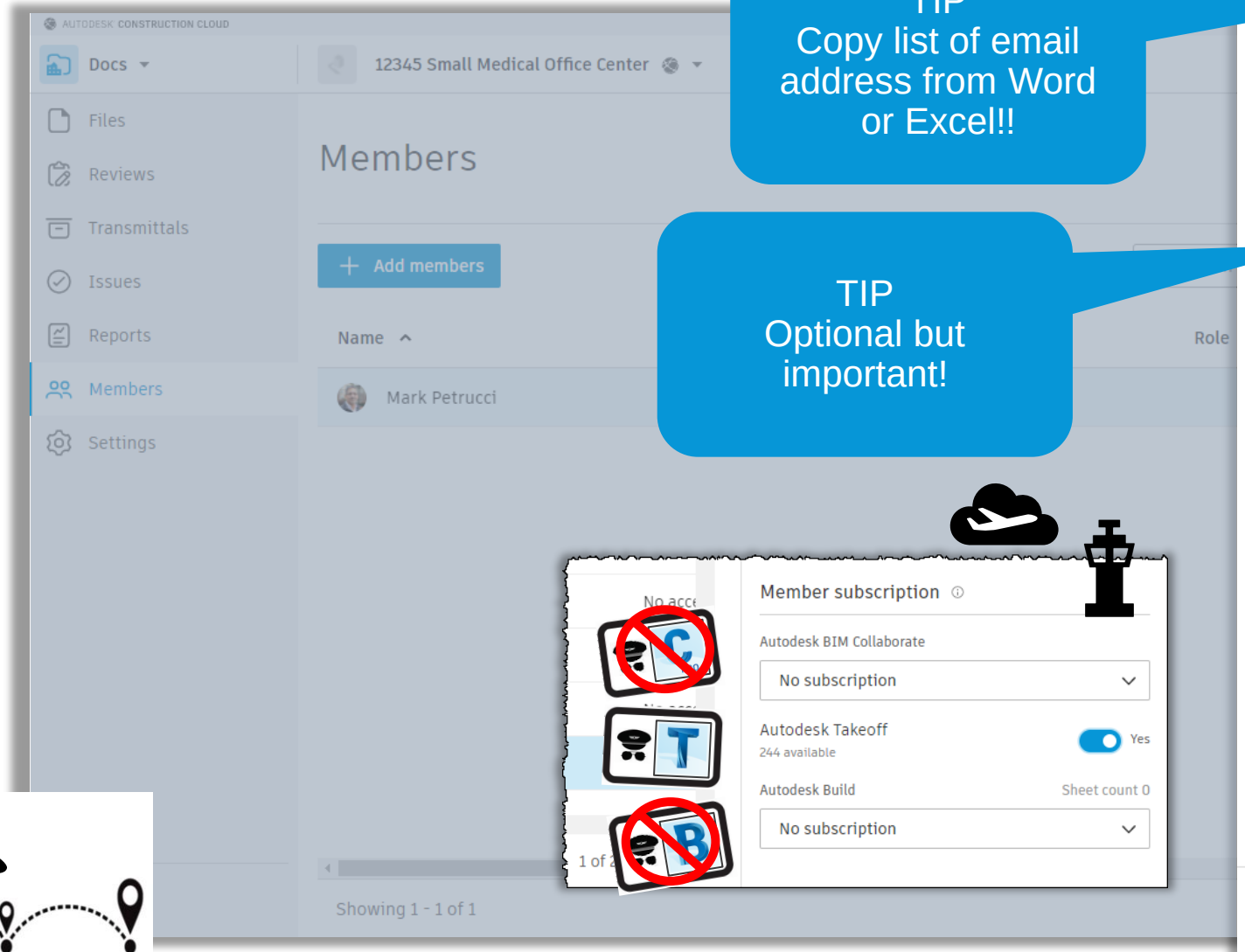


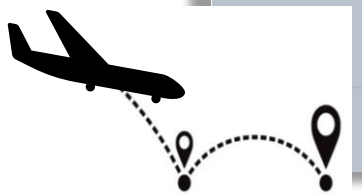
ACC Project Member Management

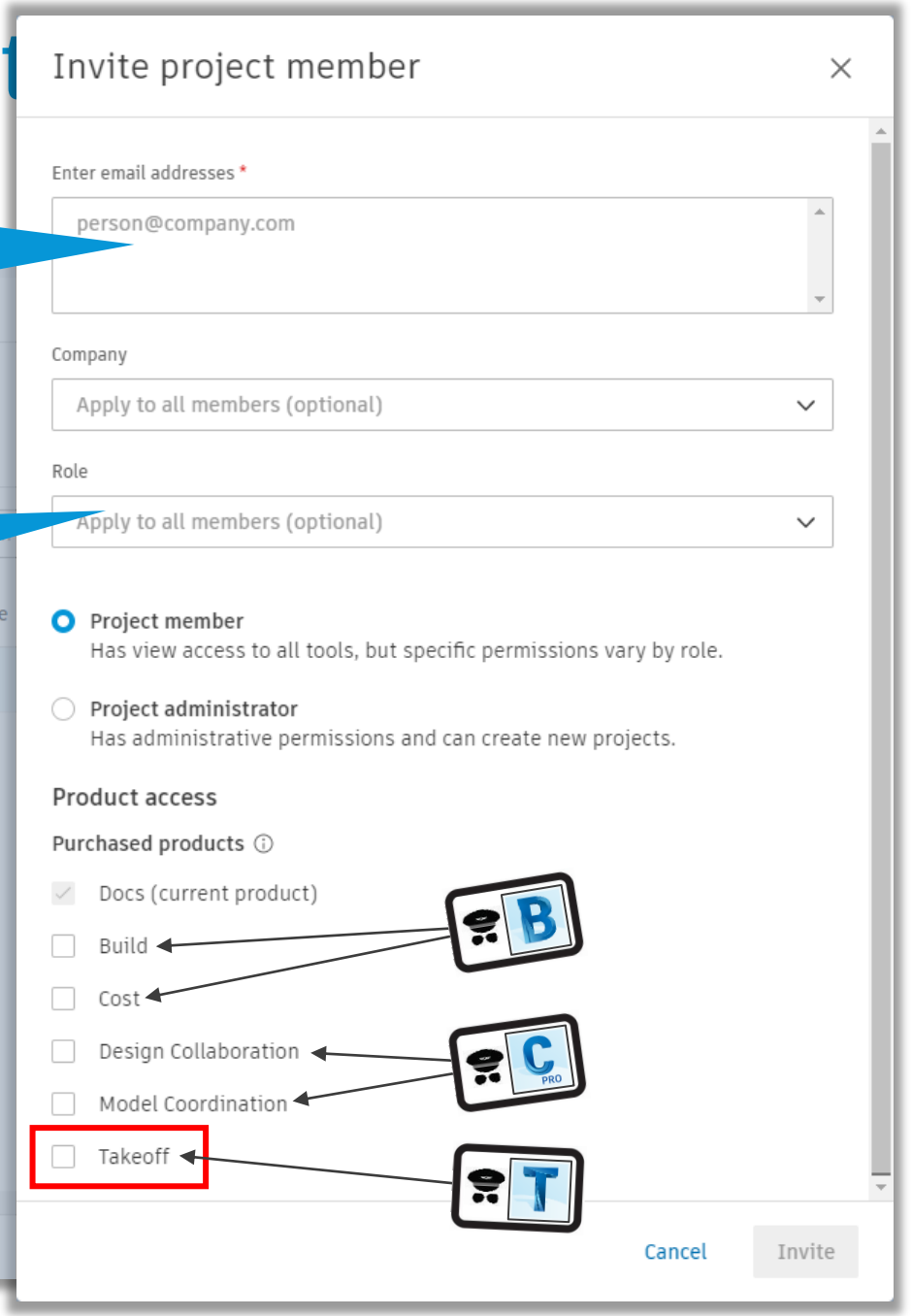
Project Admin – Add Members

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

TIP
Optional but important!



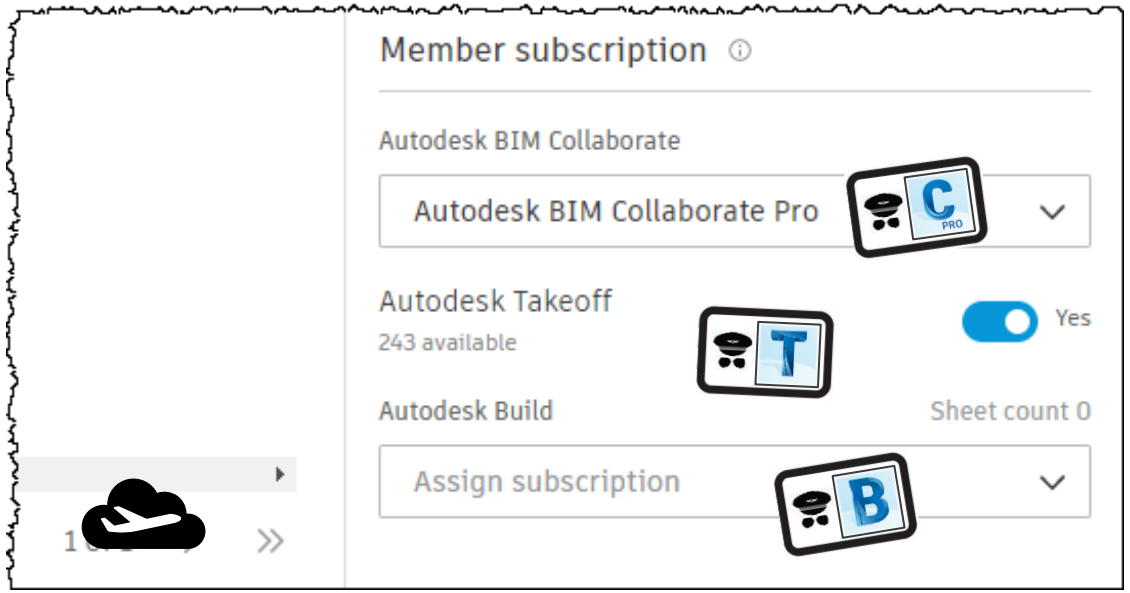




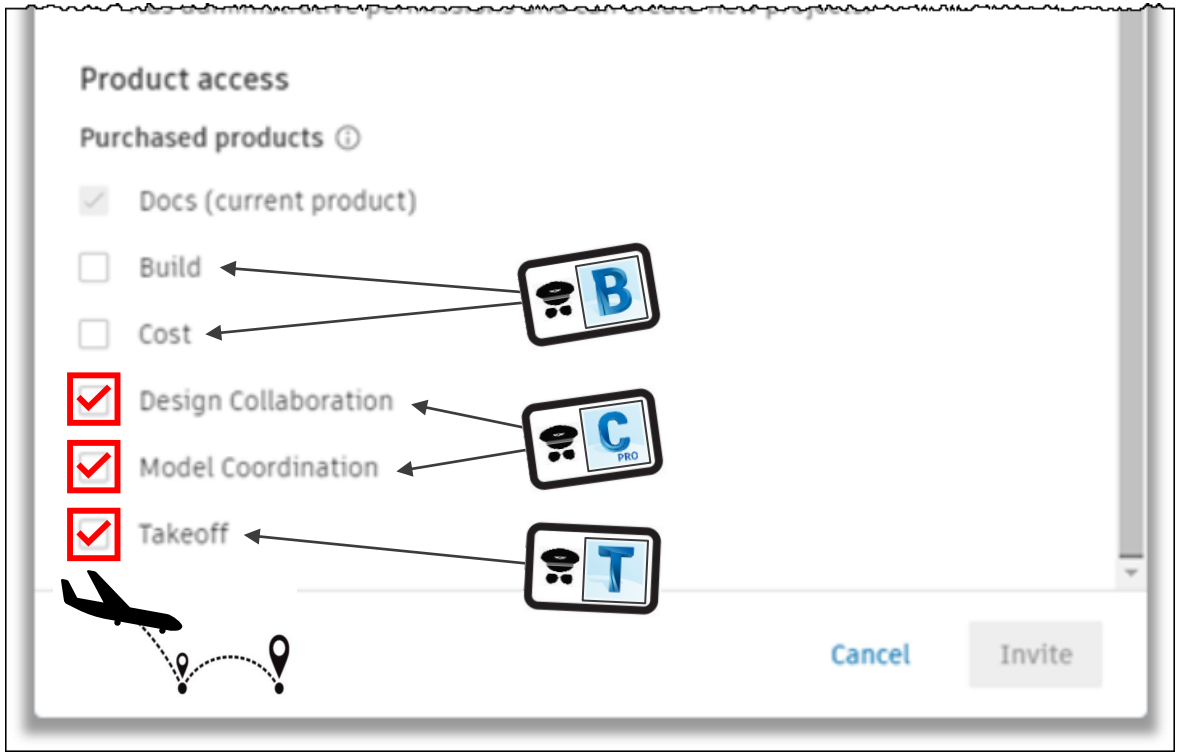
License vs Products

Subscription = License

Account Admin

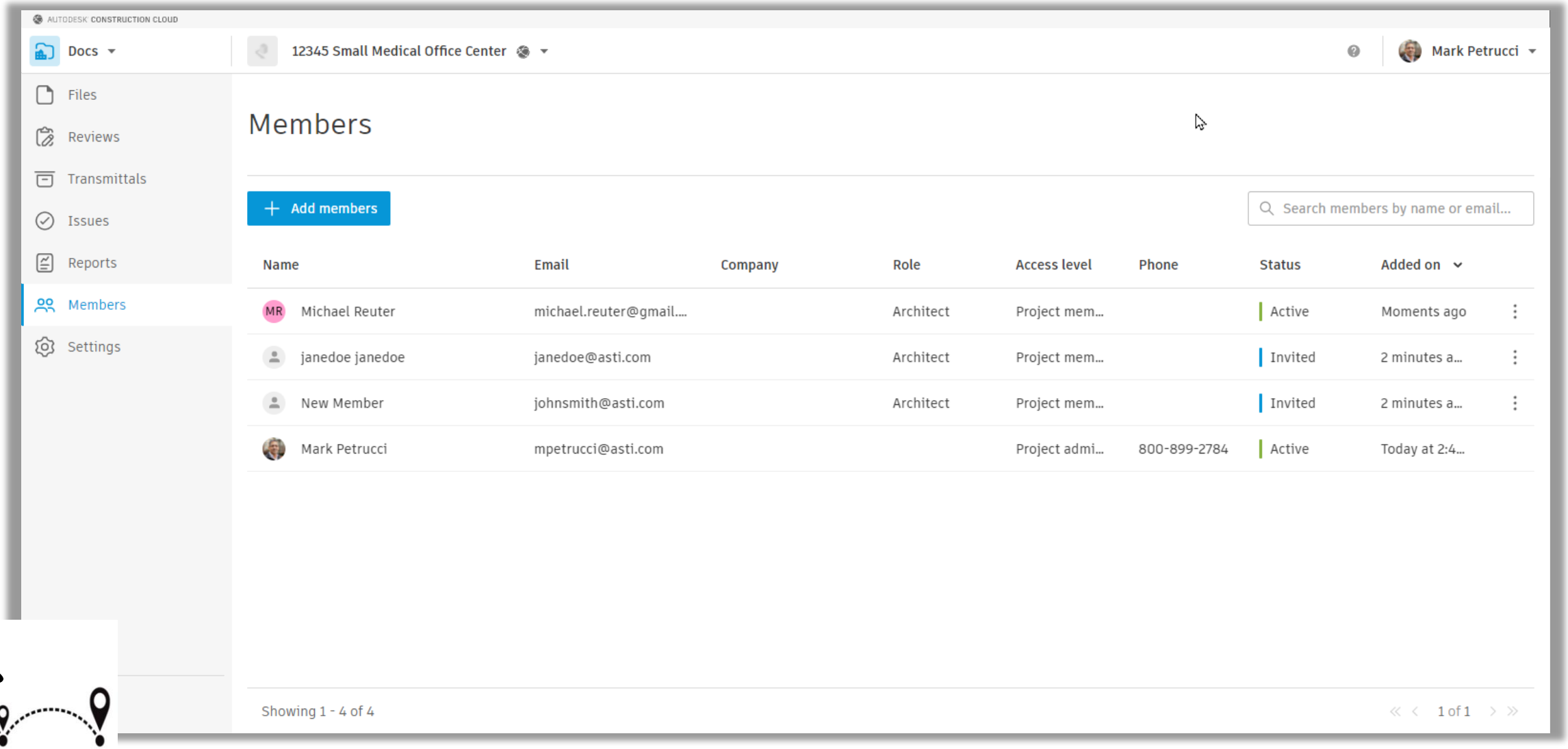


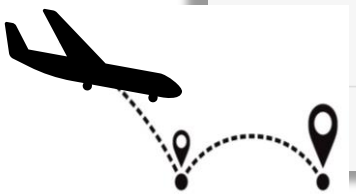
Project Admin



ACC Project Member Management

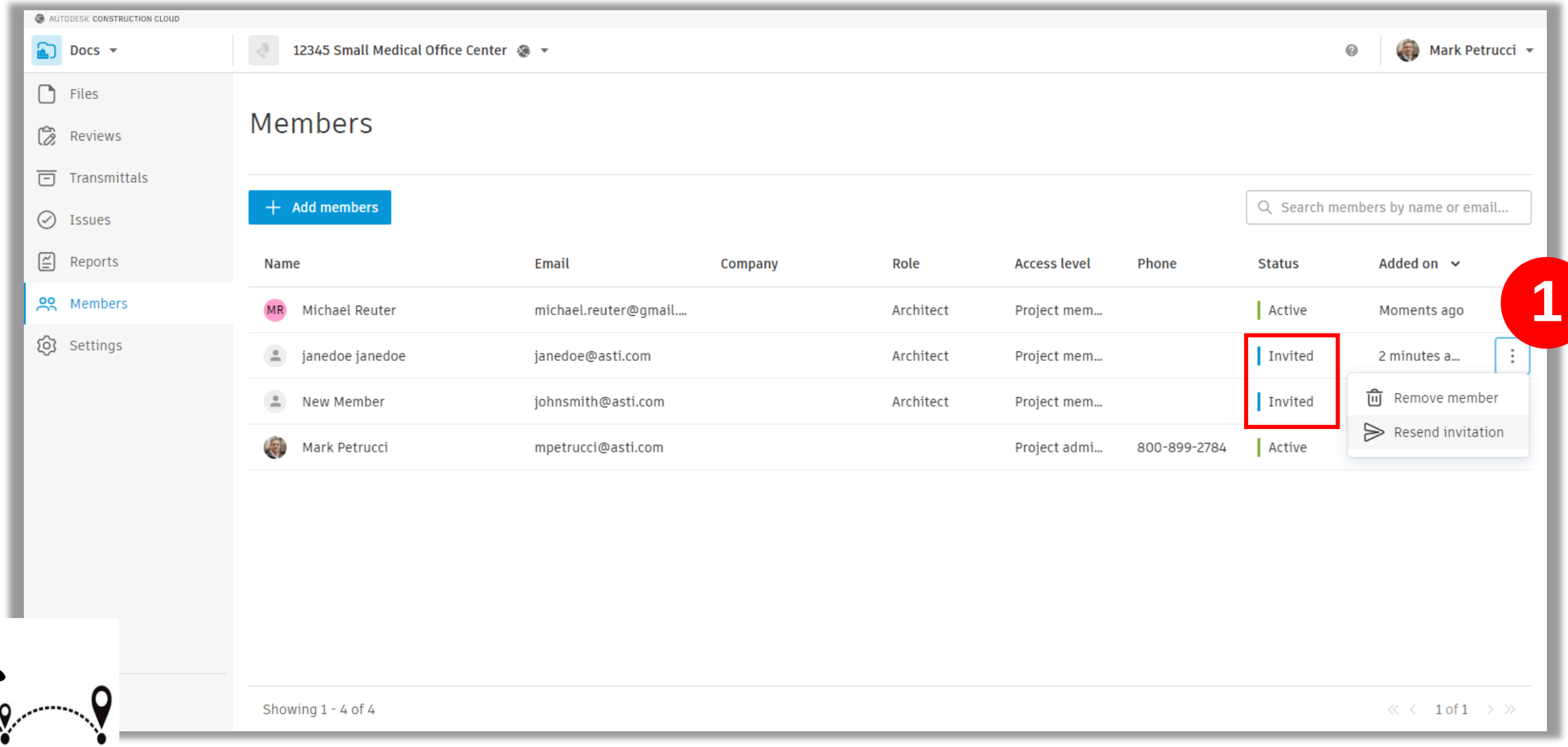
Project Admin - Remove Member / Resend Invitation





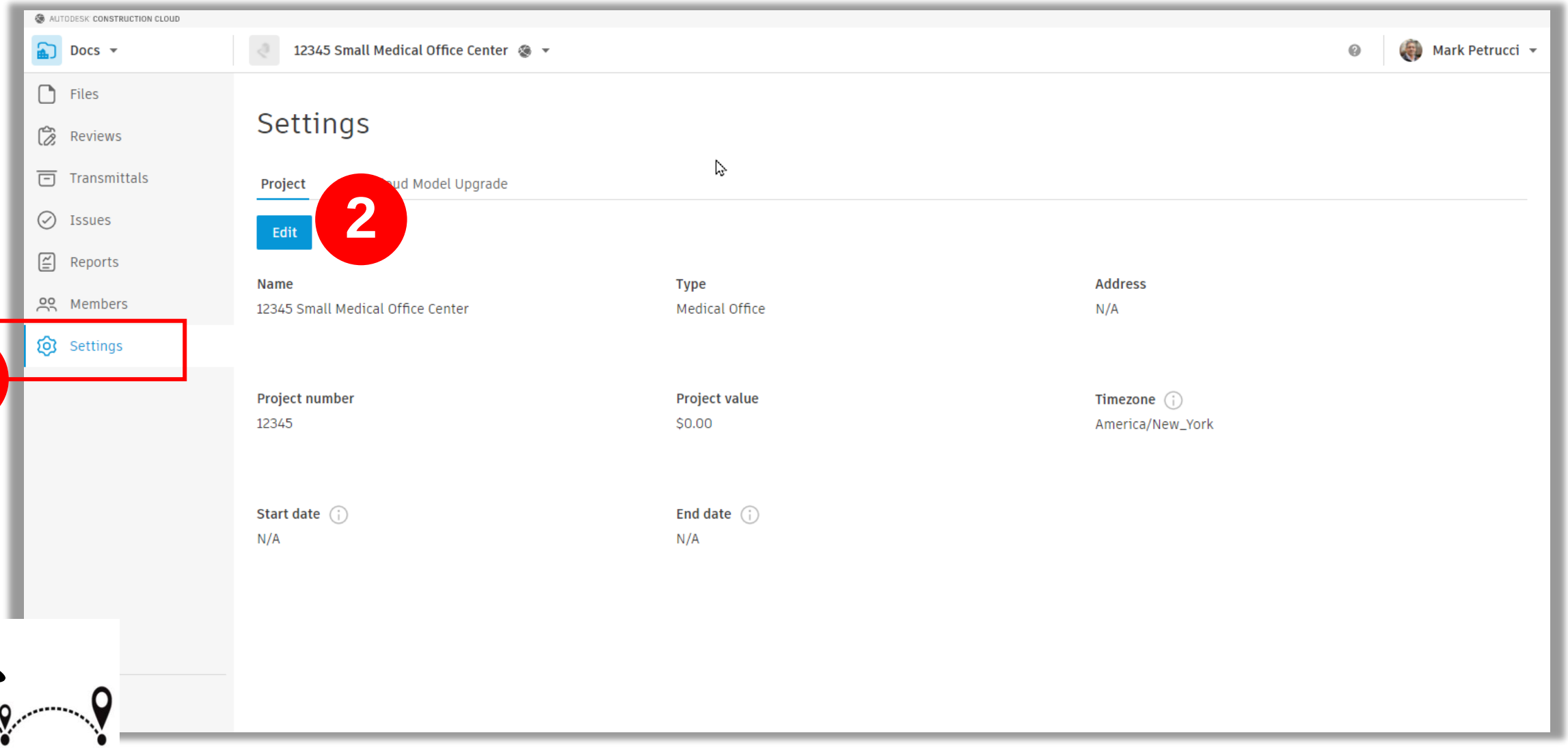
ACC Project Member Management

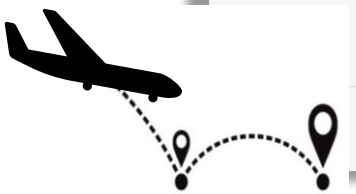
Project Admin - Remove Member / Resend Invitation



ACC Project Setup

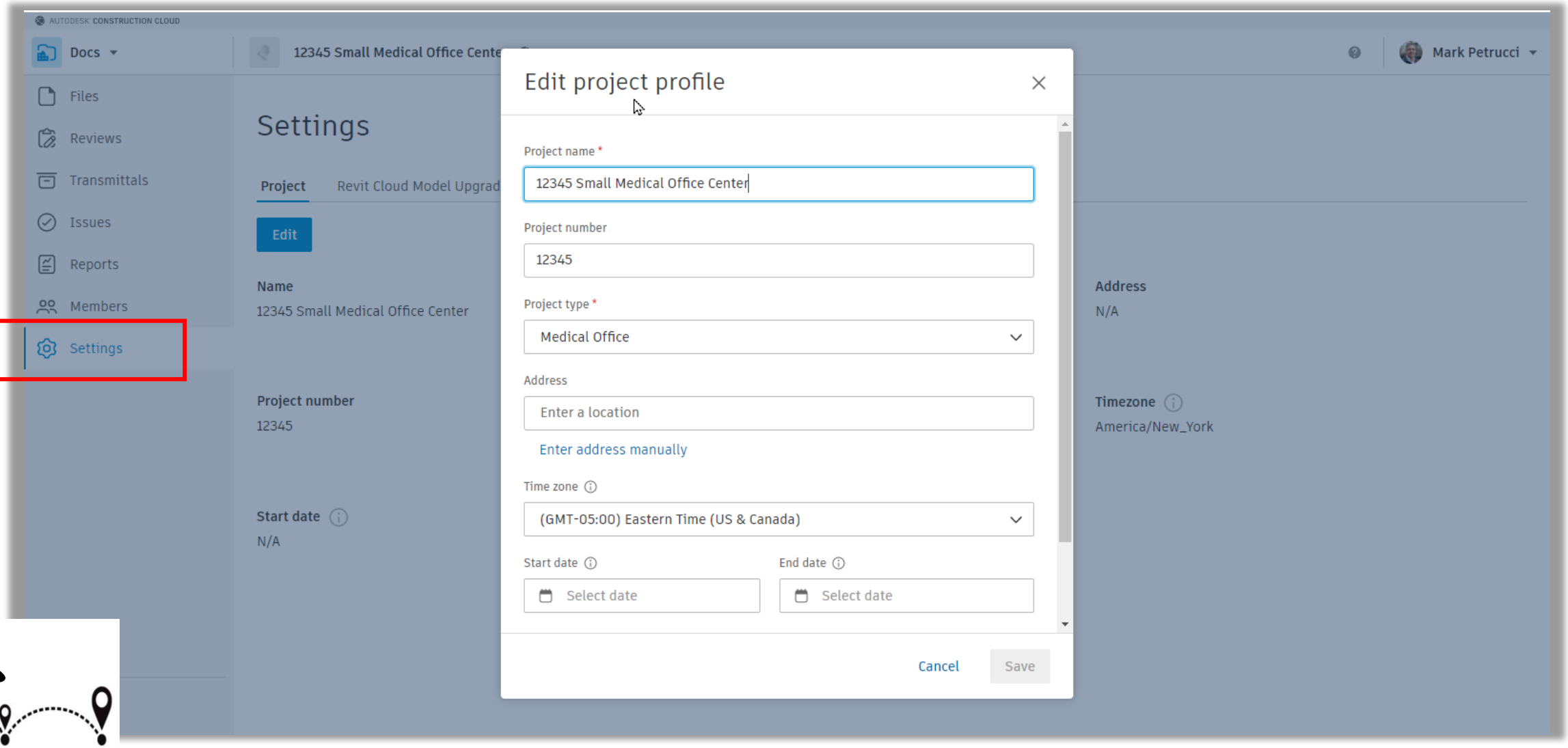
Project Admin - Edit Settings

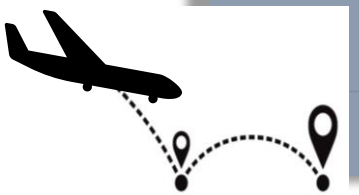




ACC Project Setup

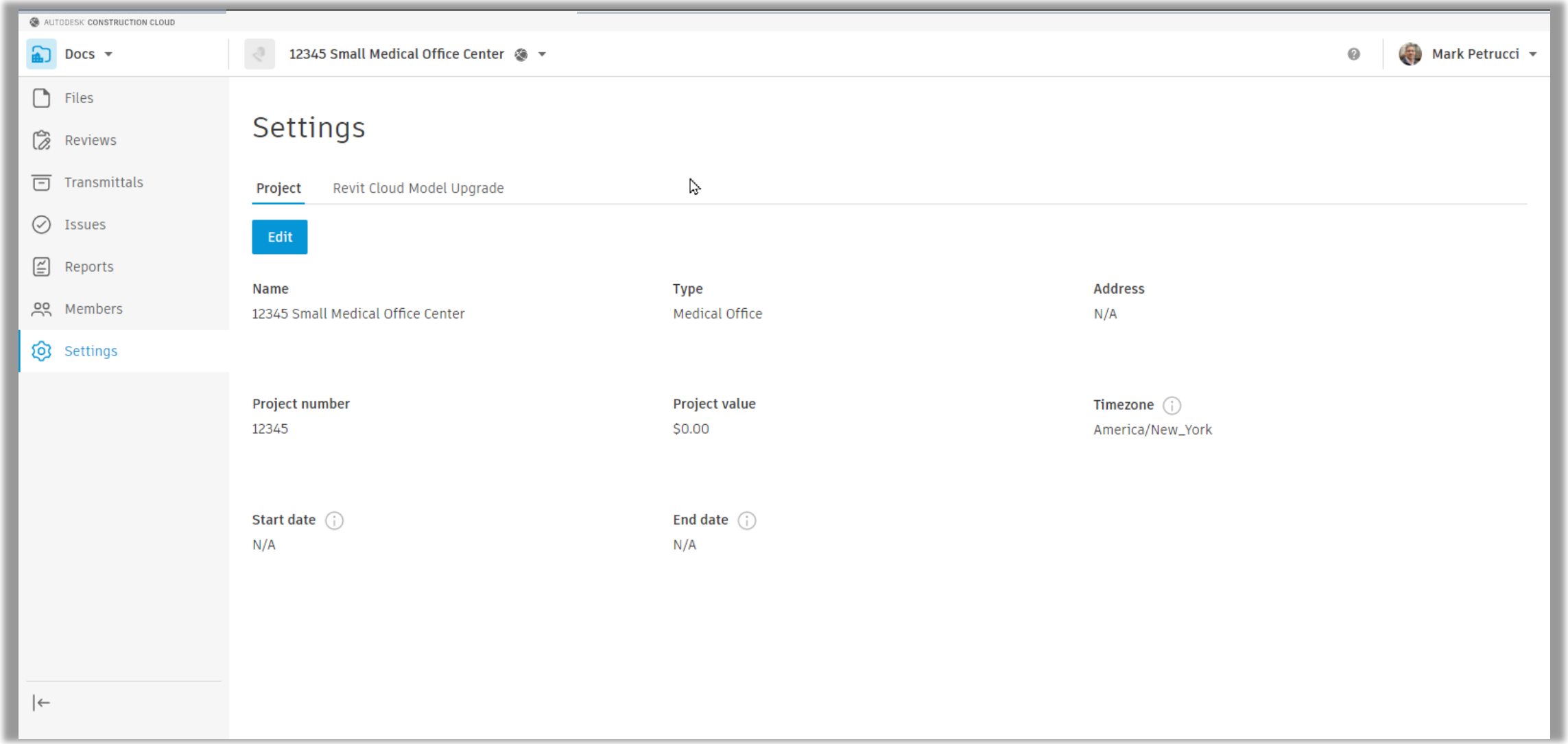
Project Admin - Edit Settings





Oh, By The Way!

View All Project



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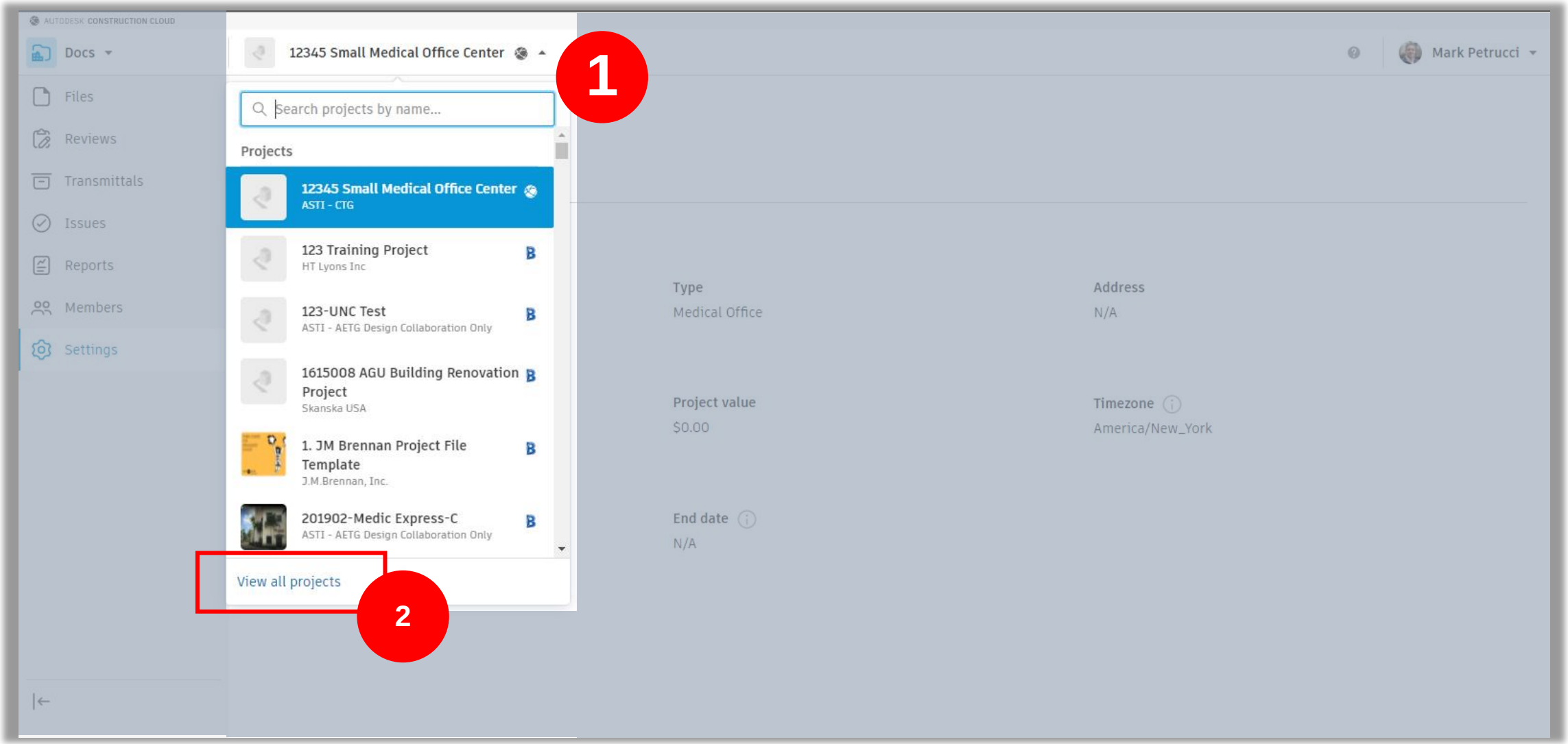
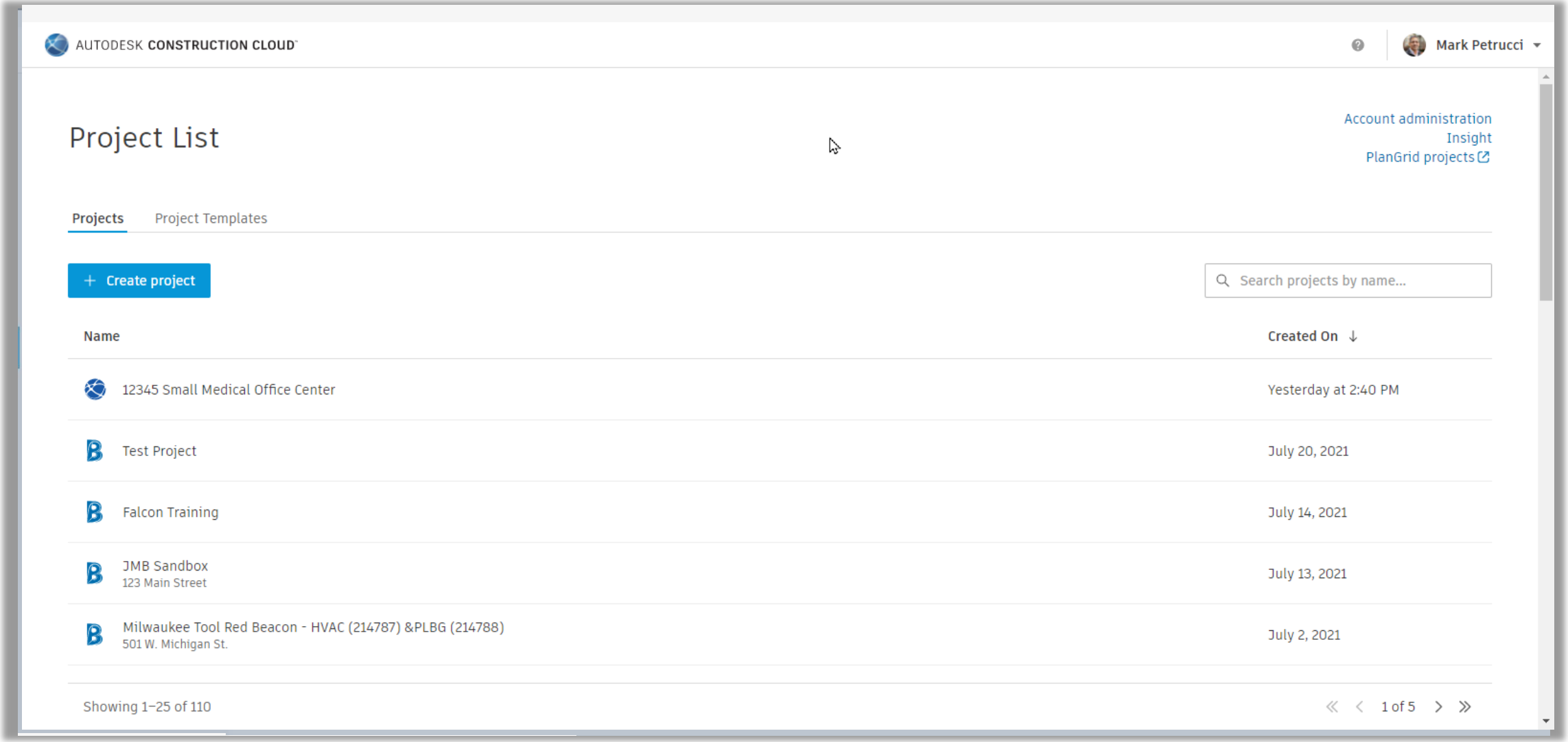
View All Project



Oh, By The Way!

View All Project



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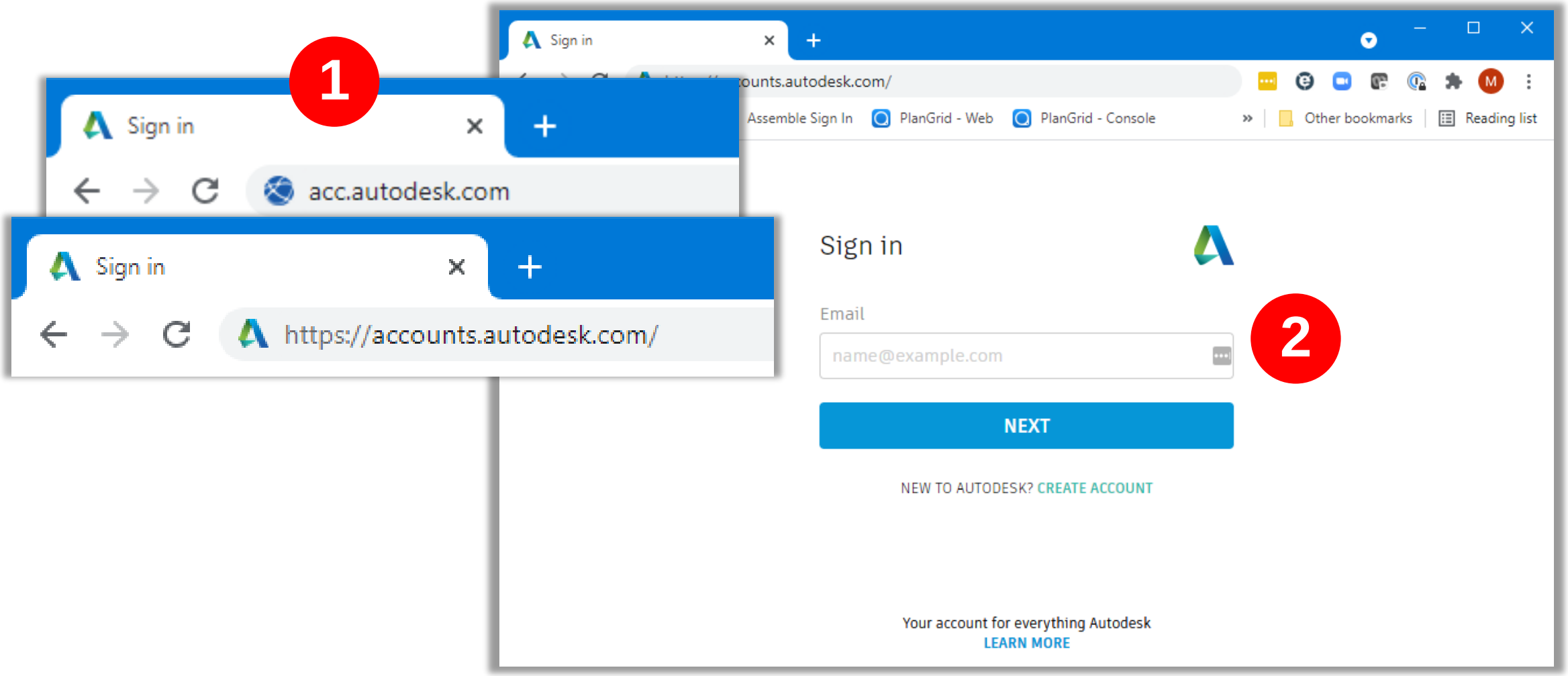
Autodesk Docs

HANDS ON

Access to ACC



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Best practices and FAQ

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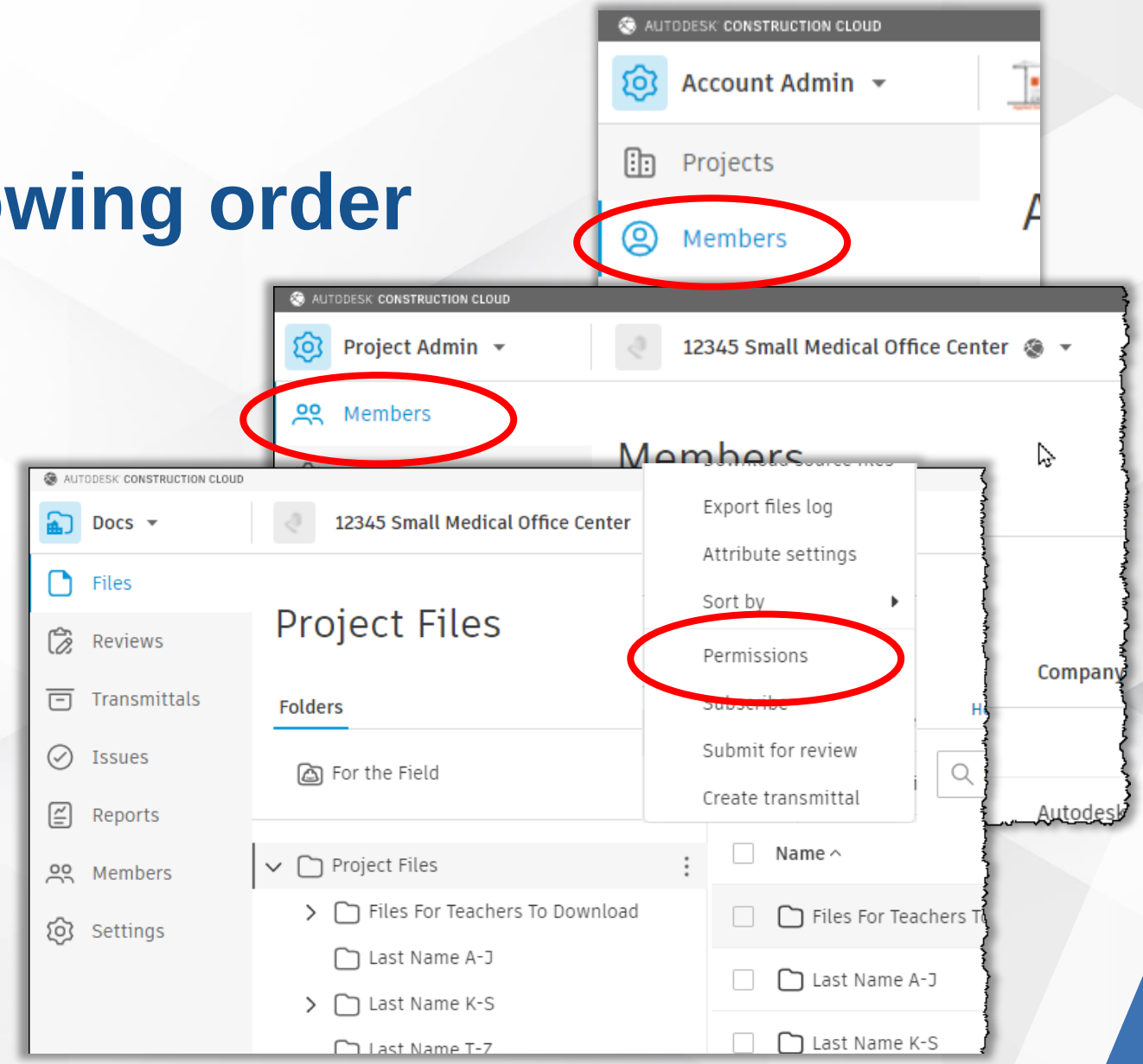
Invite Students in following order

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

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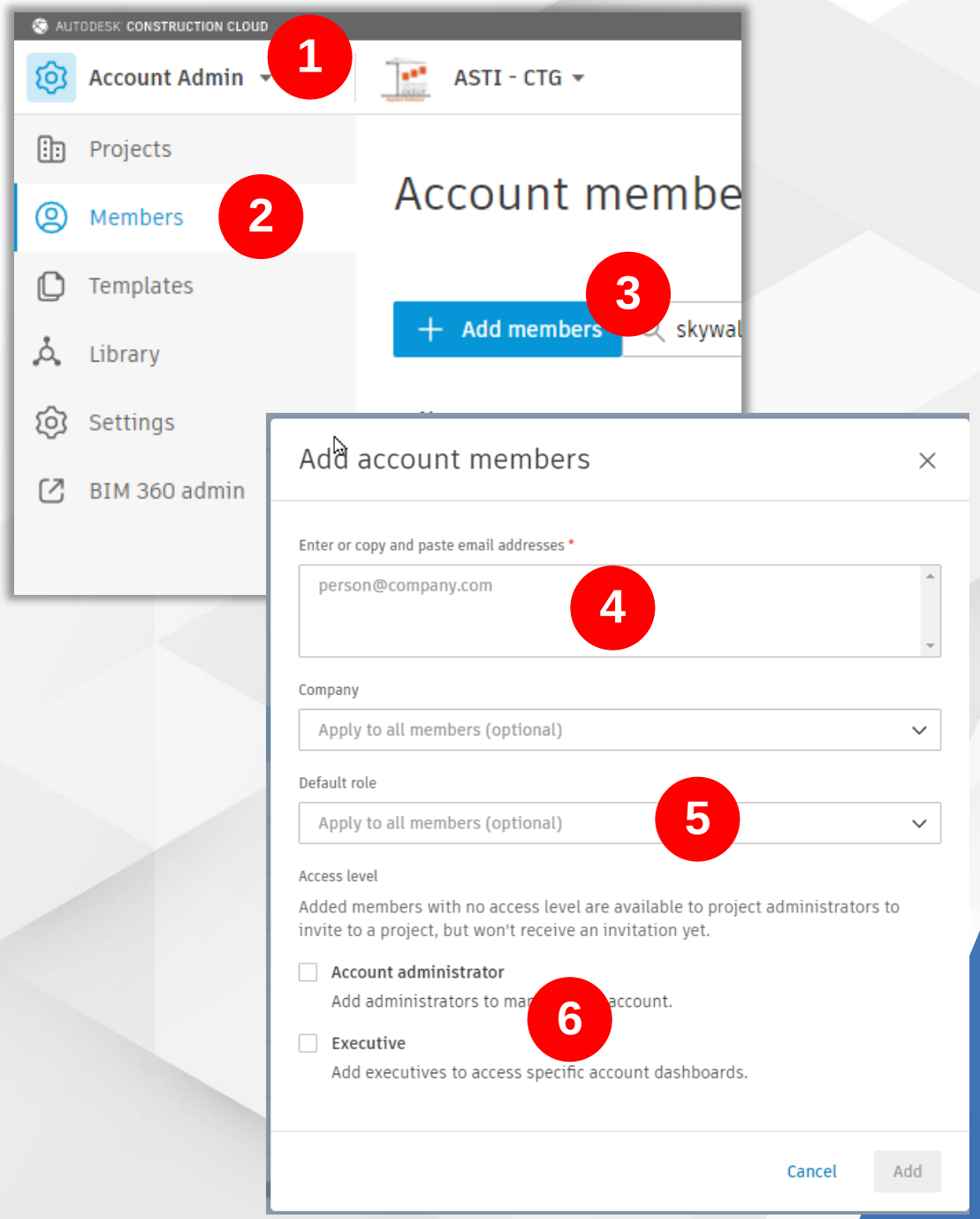
ACCOUNT ADMIN Module

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

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ACCOUNT ADMIN Module

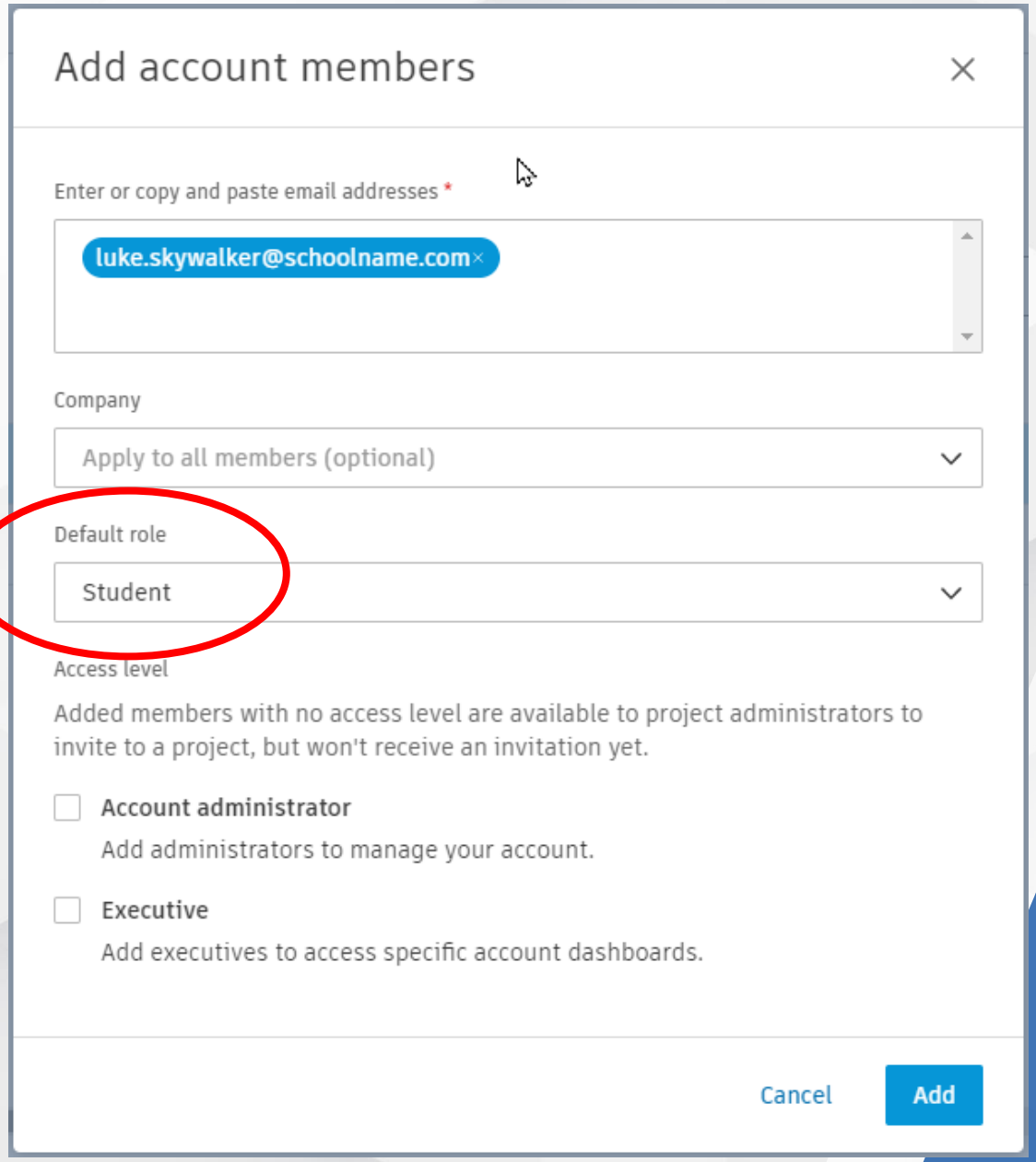
Invite Students to Cloud

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



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PROJECT ADMIN Module

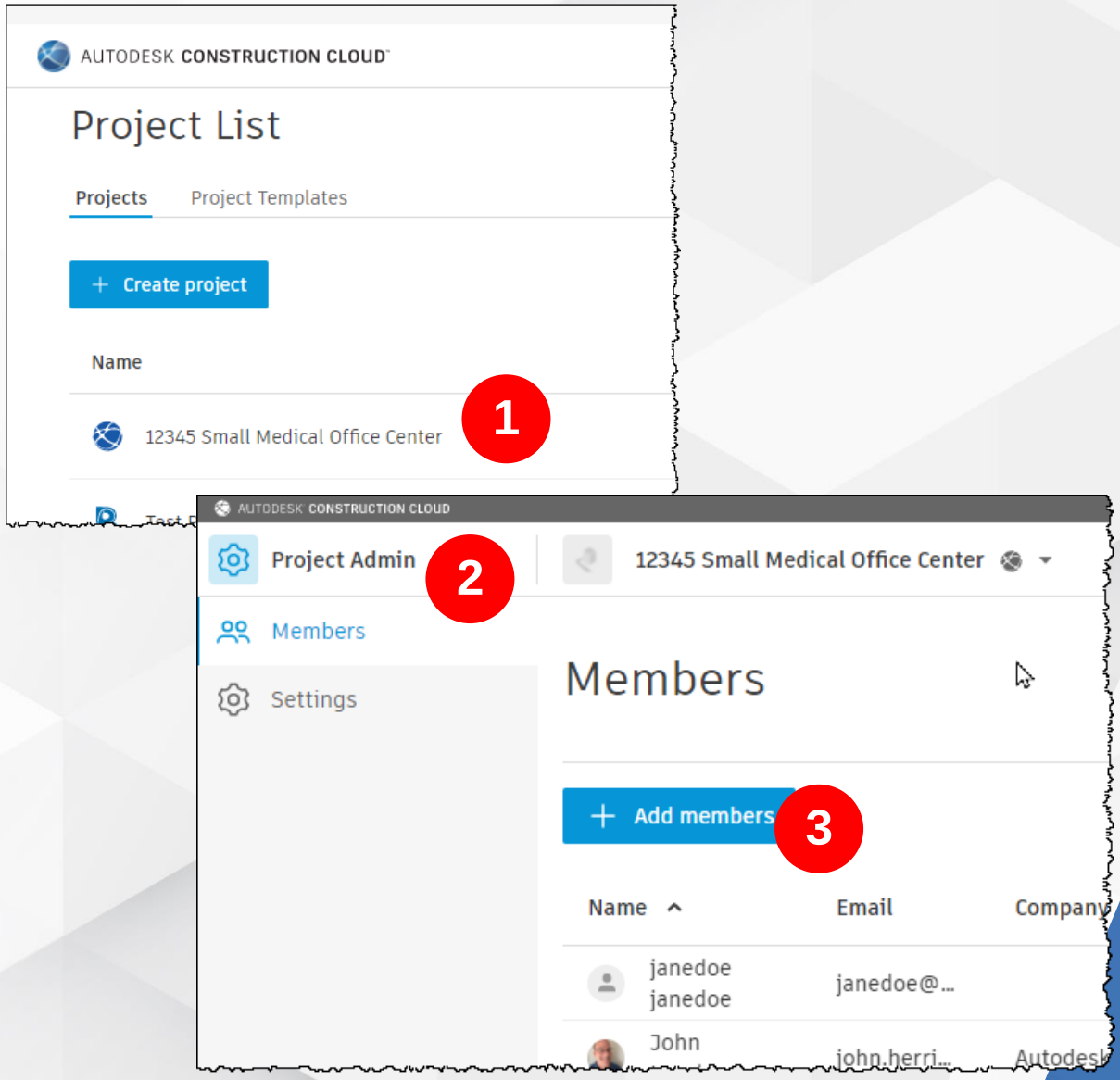
Invite Students to Project

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



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PROJECT ADMIN Module

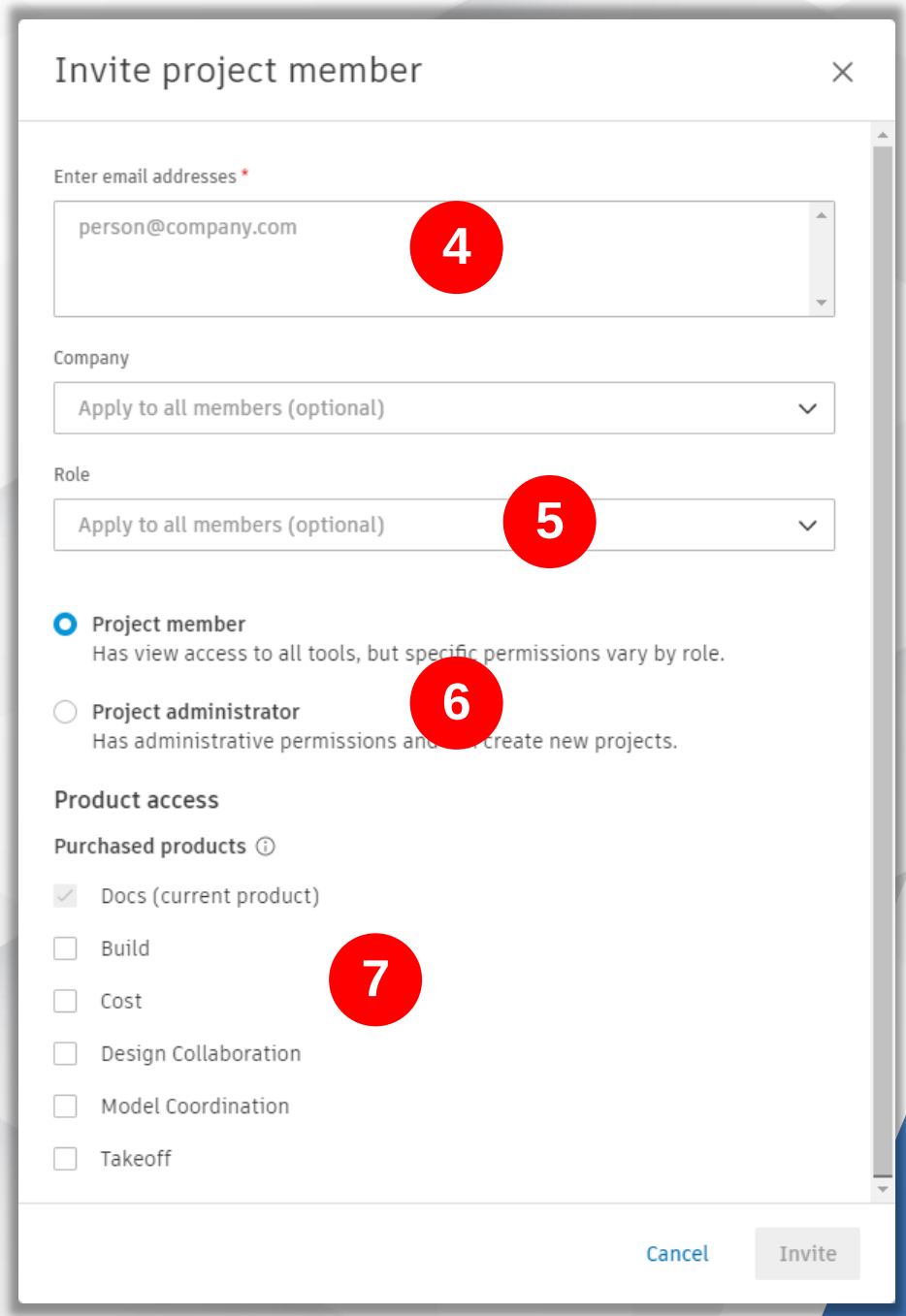
Invite Students to Project

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.



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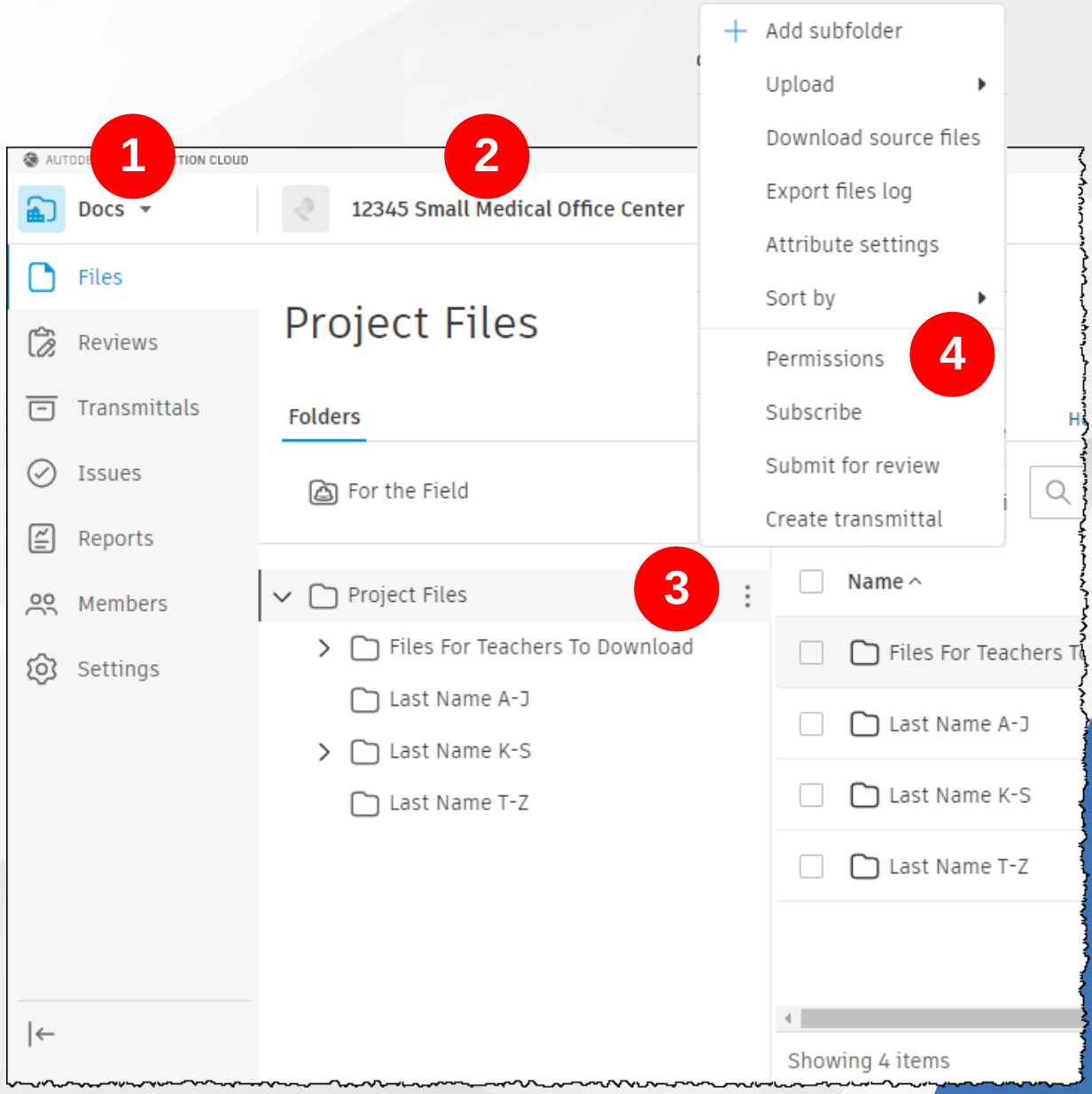
DOCS PERMISSIONS

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



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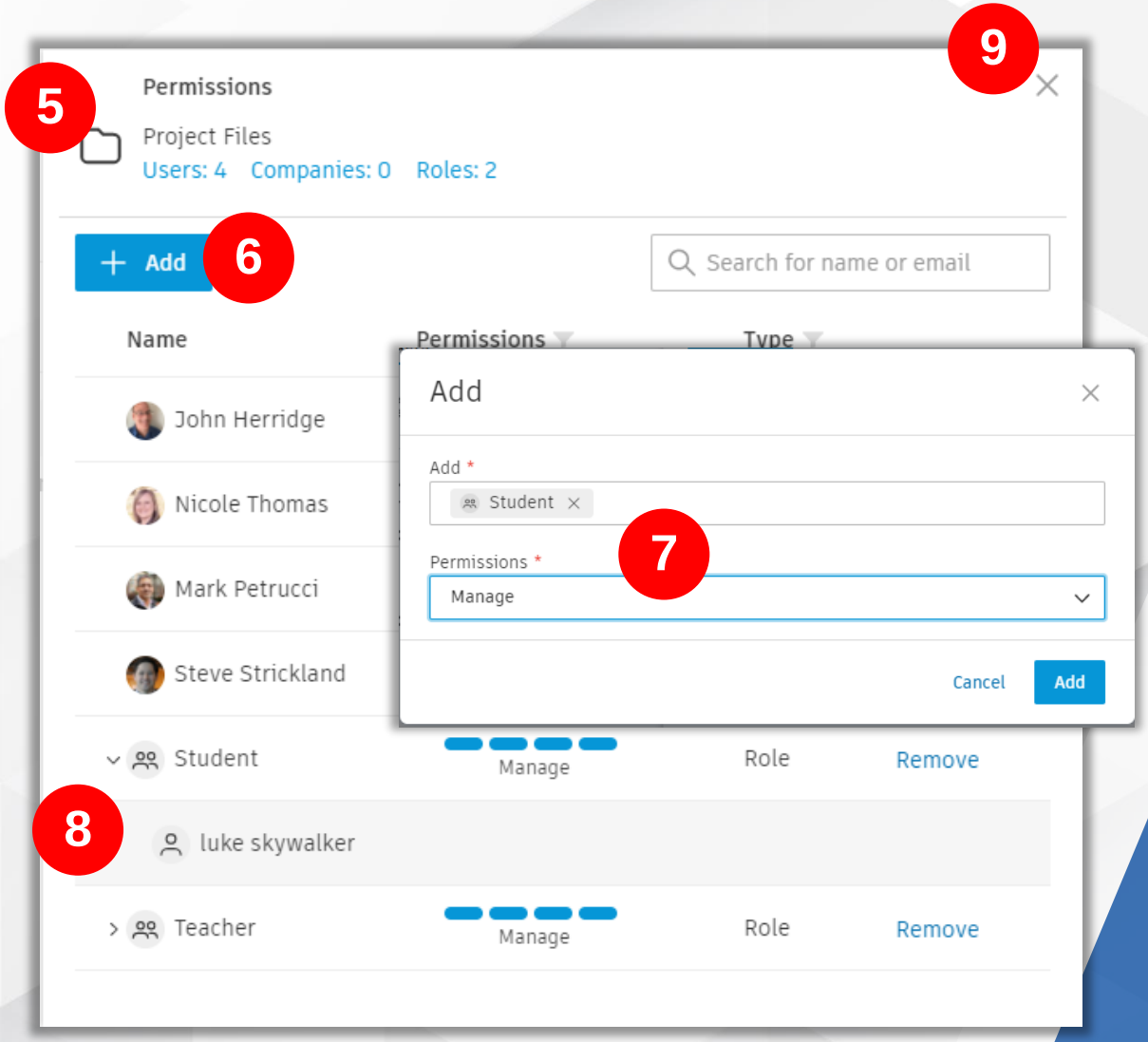
DOCS PERMISSIONS

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



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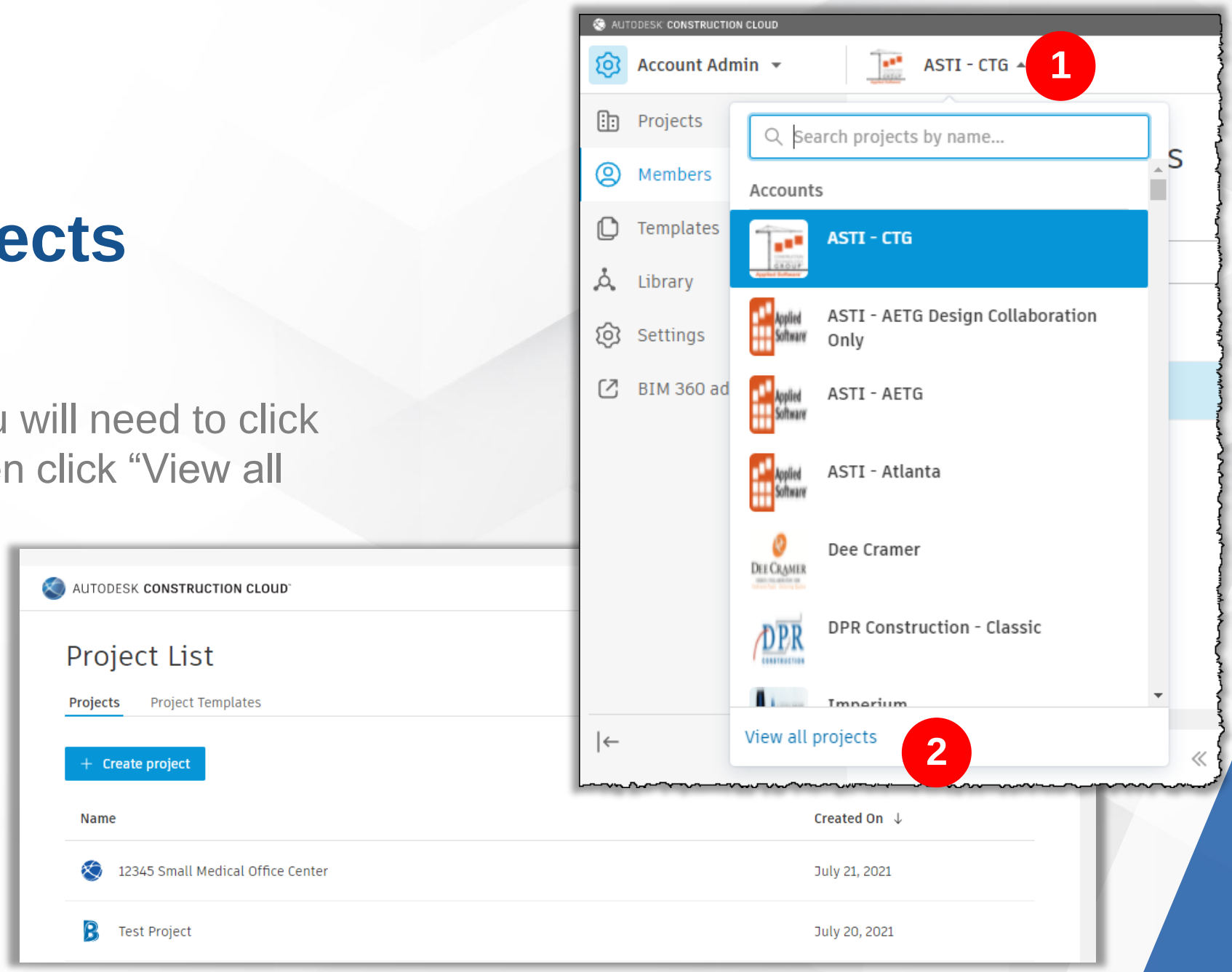
Viewing all projects

TIP:

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



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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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