# Instructions for setting up Autodesk Construction Cloud and additional Autodesk software in the classroom

The following guide is designed for instructors to help them get started with Autodesk Construction Cloud (ACC), Revit, Navisworks, Cloud Worksharing, and Forma in their classroom.

**Note: Assigning ACC licenses to students should be performed through ACC (**[**https://acc.autodesk.com/**](https://acc.autodesk.com/)**) and NOT the Autodesk Account page. Assigning licenses to other products such as Revit, AutoCAD, Civil 3D, Cloud Worksharing, etc. is performed through the Autodesk Account page (**[**https://manage.autodesk.com/**](https://manage.autodesk.com/)**).**

**ACC instructions include:**

1.0 Adding students as account members and assigning ACC licenses in ACC.

2.0 Creating an ACC project and adding companies and folders.

3.0 Inviting members (students) to a project and assigning project access.

4.0 Assigning permissions, products, and access levels.

**Additional Autodesk Product instructions include:**

5.0 Providing Revit, Navisworks, Cloud Worksharing, and Forma licenses to students through the Autodesk Account page.

# ACC Instructions

# 1.0 Add students as account members and assign ACC licenses in ACC It’s important to assign ACC products to students from the ACC Account Admin area as described here and not through your Autodesk Account page although you will see the products listed there.

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| 1. Go to **acc.autodesk.com,** log in using your Autodesk account username and password, and click the Account Admin link in the top-left of the screen. | Figure 1.1. Account Admin in acc.autodesk.com. |
| 1. In Account Admin, you can see and manage all projects and members associated with your account in the Members tab. You should see your account name listed at the top of the page. If another account is listed, use the drop-down menu to navigate to and select your account name.  To add members, click the Add Members button. | *Figure 1.2. Ensure that your account name appears. This is typically the name of your educational institution.* |
| 1. In the resulting Add Account Members panel, enter the student email addresses either by typing them in or copy and pasting them. Press the Spacebar after each entry.  Note that you can add a default company (your account name) and role to the list of users. We recommend that you add that here to help with permission setup later.   It is not advised to give student members additional access levels, but you may want to give Account Administration access to your teaching assistants.   When all the information in the dialog looks correct, click Add. | *Figure 1.3. Enter email addresses first and then you can choose to add company and default roles.* |
| 1. To activate the students’ licenses, make sure you are on the Members tab, and then use the search bar to search for and find the correct member/student. | *Figure 1.4. Search for student addresses.* |
| 1. Click on the student’s name to bring up the member profile panel.   The Autodesk Construction Cloud subscription covers access to Docs, Build, Cost, Insight, Takeoff, Design Collaboration, Model Coordination, Autospecs and Insights.  In the Member Subscription section, select Autodesk Construction Cloud subscription to assign to the member. Changes in the member profile panel will automatically be updated and saved.  Repeat this process for all the students until each has been an Autodesk Construction Cloud license.  **Tip:** Specific ACC products can be assigned at the project level to focus student access on products. See step 11 in the next section for more details.  **Note:** Members who show up in the Account Members list as “Not Invited” have not been invited to a project yet and this will change once the member has been invited. | Picture  *Figure 1.5. Assign ACC subscription license*. |
| 2.0 Create an ACC project and add companies and folders Projects must be created before the functionality in Autodesk Construction Cloud can be used. Create unique projects for specific classes, sections, teams, or student projects. | |
| 1. Go to **acc.autodesk.com** to open Autodesk Construction Cloud. Or if you are already in ACC, click My Home to return to the Welcome page.   Click the Projects tab. | Figure 2.1. The Projects tab in Autodesk Construction Cloud. |
| 1. Click Create Project to begin creating a new project. | *Figure 2.2. Create project.* |
| 1. Complete the mandatory information such as Project name, Account, and Project Type.   **Project name:**  This can be whatever name is appropriate for your course. A suggested naming convention is UniversityInitials\_Year\_ModuleNumber\_ModuleName\_Section\_EducatorsLastName (ex: OSU\_2025\_CM200\_Construction Estimating\_Section 1\_Smith)  **Account:** Select your (or your school) account name.  **Project Type:** From the prepopulated list, select a project type that best corresponds to the building type that you will be using. You can also select Training and Demonstration project types.  Other information is optional. | Figure 2.3. Project details. |
| 1. Click Create Project to complete the process and access your project. | Figure 2.4. Create project. |
| 1. You will be taken automatically to the Project Admin area.   On the panel at the right, ensure you have Project Administrator access level. | Figure 2.5. Access level. |
| 1. Click the toggles to assign yourself products for the project.   You can choose all the products or only those that you need. | Figure 2.6. ACC products. |
| 1. You can create multiple companies and assign your students to different companies, which allows you to teach multi-discipline coordination and workflows. In the Tools panel, click Companies. | *Figure 2.7. Tools panel with Companies selected.* |
| 1. To add companies to the project, click Add Company. | *Figure 2.8. Add company.* |
| 1. Complete the details and create companies that suit your particular project’s needs. In this example, companies are added to teach multi-discipline coordination: a company owner (Autodesk), architecture firm, building services (MEP), and structure companies.   **Note:** When creating a new company name, you must press Tab after typing in the name (not Enter). | *Figure 2.9. Example companies to add.* |
| 1. In the tools panel, Click Members to return to the members area of the project. | *Figure 2.10. Tools panel.* |
| 1. Click the member name and assign the company, role, and products by selecting from the drop-down menus and toggles. Students should have access to all the products when you first assigned licenses in the previous section, but you can narrow down the product access at the project level if you choose.   **Note:** It is recommended to set up a new student with Project Member access level only when first setting up their account. You can switch the access to Project Administrator level when the student has more experience and wants to use additional features of the ACC tools. | *Figure 2.11. Role and products.* |
| 1. You can create folders and organize project files for individuals, teams, or the entire class.   To create folders for each student or student groups, in the Product Picker, click Docs. | *Figure 2.12. Product picker.* |
| 1. In the Tools panel, click Files. | *Figure 2.13. Tools panel.* |
| 1. By default, you will be presented with a single folder titled Project Files.  Click the three dots after the folder name to open the menu. | *Figure 2.14. Files*. |
| 1. In the menu, click Add Subfolder to create a folder within the Project files folder. | *Figure 2.15. Folder menu.* |
| 1. You can name this folder using a student identifier such as student name, student number, or simply **Student 1.**   Tip: You can also do this step for a group of students if, for example, you want to use a name that identifies the group. | *Figure 2.16. Student 1 folder*. |
| 1. Repeat the process to create a folder for every student, or group of students. | *Figure 2.17. Student 2 folder*. |
| 3.0 Add members (students) to a project and assign product access These steps to invite members to a project can be performed in either the Account Admin or Project Admin accounts. | |
| 1. In the Tools panel, click Members to open the members area of the project. | *Figure 3.1. Tools panel*. |
| 1. To add students to the project, click the drop-down arrow after Add Members and select Quick Add Members. | *Figure 3.2. Add members*. |
| 1. This method allows you to assign company, role, products, etc. to multiple students in one step.  Enter all student emails. Then set their Company, Role, Project Member access, and Products as shown.  **Tip:** You can paste multiple email addresses that are exported from other systems such as registers, online spreadsheets, or Google forms.   . | *Figure 3.3. Quick add members*. |
| 4.0 Assign Folder Access and Permissions Now that projects and folders have been set up and students have been invited, you will give student access to folders and set up permissions. These instructions include giving students Project Administration rights, but you can decide whether that is appropriate for your classroom needs. | |
| 1. In the product picker, select Docs. Then in the Tools panel, click Files. | *Figure 4.1. Tools panel*. |
| 1. Permission settings for each folder need to be set individually.  For the Student 1 folder (or whatever folder name you created in previous steps), click to select the three dots after the folder name and then click Permission Settings to open the permission settings information area. | *Figure 4.2. Folder menu*. |
| 1. To add the student, click Add. | *Figure 4.3. Add student to folder*. |
| 1. If you want, you can add a single student to the folder, so that this becomes their own project folder. Begin typing Student 1 name or email address and select them from the drop-down list when they appear.  **Note:** If you wish to assign multiple students, add all their email addresses. | *Figure 4.4. Add permissions dialog*. |
| 1. For now, assign Edit permissions.   Edit permissions allows members to create folders, however they won’t see or be able to access other folders (such as Student 2 folder and others). | *Figure 4.5. Permissions level*. |
| 1. Click Add to complete the step. | *Figure 4.6. Permissions level: Edit*. |
| 1. You should see yourself as Project Administrator with Manage permissions, and the student as a project member with Edit permissions.   Continue to do this for each folder, assigning one student or groups of students to each folder. | A black text on a white background  AI-generated content may be incorrect.  *Figure 4.7. Folder permissions*. |
| 1. For specific exercises where students need project administrator access levels, this can be changed by clicking Members in the Tools panel | *Figure 4.8. Tools panel.* |
| 1. Change the Access level from Project Member to Project Administrator.  **Note:** Students with Project Admin level access will be able to access and edit all folders and files in the project. | *Figure 4.9. Access level*. |
| Additional Autodesk Product instructions5.0 Autodesk Product instructions for Revit, Cloud Worksharing, and Forma You can assign additional Autodesk products to students through your Autodesk Account page. For Cloud Worksharing in Revit, you must assign Cloud Worksharing in addition to Revit and ACC. | |
| 1. Once an ACC license has been assigned, go to **manage.autodesk.com**.   In the User Management tab, click By Product to see all products you have access to. | A screenshot of a computer  AI-generated content may be incorrect.  *Figure 5.1. By product.* |
| 1. If you are using Revit and Cloud worksharing, students will need to sign into Revit using a license.   If Revit has not already been assigned to students, click the Revit product name. | A black text on a white background  AI-generated content may be incorrect.  *Figure 5.2. Revit product.* |
| 1. You will be presented with the number of licenses you have assigned and available. | A screenshot of a computer  AI-generated content may be incorrect.  *Figure 5.3. Licenses available*. |
| 1. For small groups, you can individually assign a license by typing their name and email as:   John Doe <john.doe@email.com>  **Tip:** For class groups where there are more than a few students, use the Import option as described in the next step. | A screenshot of a email  AI-generated content may be incorrect.  *Figure 5.4. Assign licenses.* |
| 1. For larger class groups, it’s recommended to Import users, and you’ll want to assign licenses for multiple products. Click the Import tab to use the Import option.   **Note:** You should first complete a CSV file either from an export from register data, or have the students complete the information via an online spreadsheet or Google form. | A screenshot of a computer  AI-generated content may be incorrect.  *Figure 5.5. Import instructions.* |
| 1. For collaborating on workshared cloud models, students will also need a Cloud Worksharing license.   Repeat the steps above to assign a Cloud Worksharing license to every student.  **Note:** Students will also need access to ACC to use Cloud Worksharing which they should have if you have set up their access according to the directions in the beginning of this document. | A close-up of a sign  AI-generated content may be incorrect.  *Figure 5.6. Cloud Worksharing is required for using this feature in either Revit or Civil 3D.* |
| 1. For student access to Navisworks, assign the licenses in the same manner as Steps 1-5. | *Figure 5.6. Navisworks Manage is a powerful coordination and simulation tool.* |
| 1. If you would like to explore Forma with your students, you can assign a Forma license in the same manner as above. | A close-up of a logo  AI-generated content may be incorrect.  *Figure 5.7. Autodesk Forma is a tool used for conceptual design.* |
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