

Instructions for setting up Autodesk software in the classroom

The following guide is designed for instructors to help them get started with using Forma, Revit, and Insight in their classroom.

To participate fully, ensure you have access to the following software tools:

- **Autodesk Forma:** Forma is a web-based application. You'll need an Autodesk account to sign in. As the instructor, you will assign Forma licenses to students, create a Forma hub, and provide the access link to students. Forma runs in the browser, so no local install is required, but a stable Internet connection is important.
- **Autodesk Revit (2025 or newer):** Install Revit on your computer. This course's examples use Revit 2025 (videos were recorded in Revit 2026, but provided files are in 2025 format for compatibility). After installing, verify you can open the sample Revit project from the course resources. Also ensure you have the **Revit Insight plug-in** or that your Revit is updated, since Insight functionality is built-in via the Analyze tab.
- **Autodesk Insight (Next Gen):** Insight is accessed through your Autodesk account, often via the web or through Revit's interface. When you export an Energy Analysis Model from Revit, it uploads to Insight's cloud service. You don't need a separate install for Insight, but you do need an Autodesk account with access to the Insight (Total Carbon) features.
- **Supporting tools:** Optionally, having a modern web browser (Chrome, Firefox) for Forma, and ensuring your system meets Revit's hardware requirements (good GPU, sufficient RAM) will smooth the experience. If you run into any installation issues, consult Autodesk's documentation for these products.

1. Go to **manage.autodesk.com**.
In the User Management tab, click By Product to see all products you have access to.

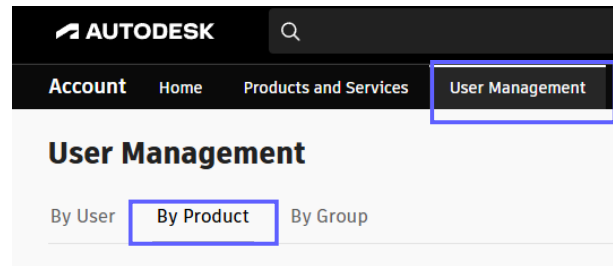


Figure 5.1. By product.

2. To use Revit and Insight, students will need to sign into Revit using a license.

If Revit has not already been assigned to students, click the Revit product name.



Figure 5.2. Revit product.

3. You will be presented with the number of licenses you have assigned and available.

Assigned groups: None [Edit](#)

492 seats available | 500 seats total ⓘ

Assign users

Figure 5.3. Licenses available.

4. 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.

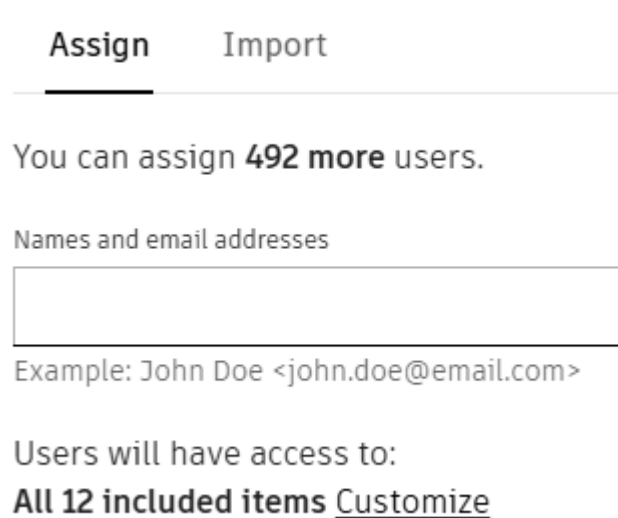


Figure 5.4. Assign licenses.

5. 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.

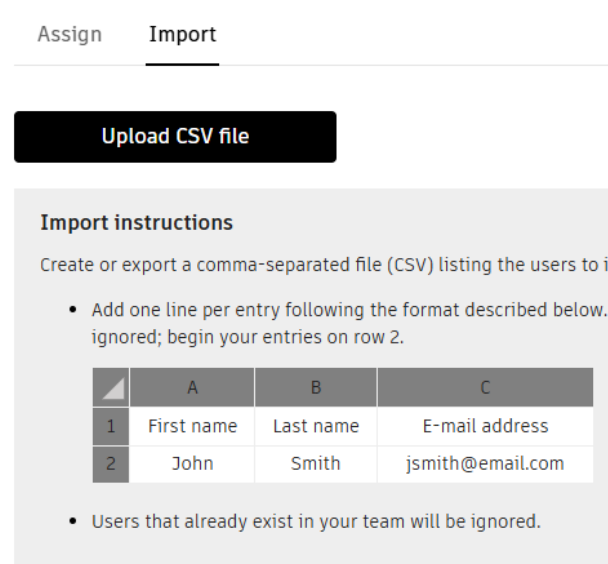


Figure 5.5. Import instructions.

6. Forma is a web-based application. For access to Forma, assign a Forma license in the same manner as above to your students.

Note that you can create a hub to invite students to. Once assigned the product, they can access this shared hub. Instructions for creating a hub and other administrative tasks can be found at the product Help:
<https://help.autodeskforma.com/>

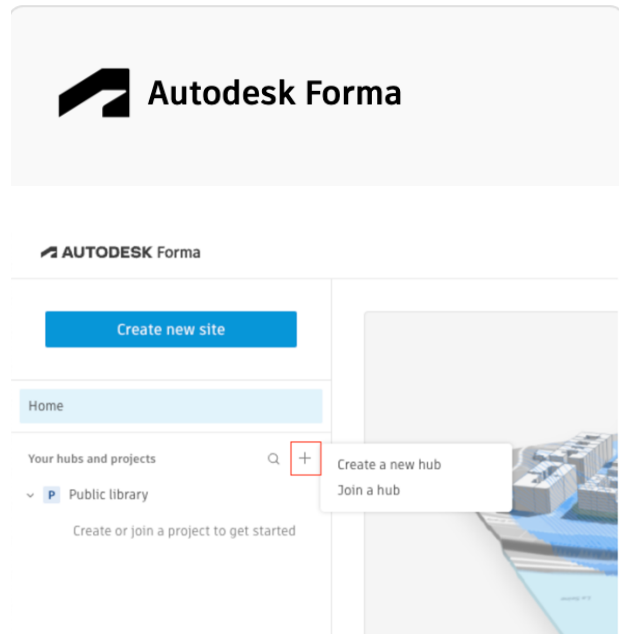


Figure 5.7. Autodesk Forma is a tool used for conceptual design.