Autodesk® BIM 360™
Fundamentals for Docs, Glue, Build

Learning Guide
Mixed Units - 1st Edition
Software Version - Next Gen
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The Autodesk BIM 360: Fundamentals for Docs, Glue, Build guide explains how to manage files in the cloud for sharing and distribution, manage conflicts and changes, better predict project deliverables and achieve lower project risk using a BIM workflow.

Over the course of this guide, you will learn how to upload civil, architectural, structural, and MEP models to the BIM 360 Platform in the cloud. You will use review and markup tools for communicating issues across disciplines. Finally, you will uncover potential problems using the project dashboards.

This guide is designed for new end users of the Autodesk BIM 360 platform and is written for the Next Generation version. This "Next Gen" version is modular with integrated platforms such as Glue, Build, etc. that can interact. The previous version of BIM 360 had each of the components as a stand alone product with limited integration.

This Guide covers the BIM 360 Docs, Glue, and Build platforms.

Note: Prior to conducting this course, projects need to be properly setup in BIM 360 Docs by an administrator.

Topics Covered

- Understanding the purpose of Building Information Modeling (BIM) and how it is applied in the Autodesk BIM 360 Docs product.
- Upload Models
  - Navigating the Autodesk BIM 360 web browser and mobile interfaces.
  - Uploading construction sets and 3D models.
- Review and Analyze Models
  - Using basic viewing tools.
  - Sectioning a model.
  - Investigating properties.
• Communication
  • Measuring a model.
  • Marking up the model.
  • Comparing document versions.
  • Creating Issues and Requests For Information (RFIs).
• Project Management
  • Creating and managing Issues, RFIs and Submittals.
• Field Management
  • Creating daily logs.
  • Creating checklists.
  • Create and manage punchlist items.
• Collaboration
  • Reviewing a model for clashes.
  • Notifying other team members of clashes and markups.
• Assess Risks
  • Monitor Project metrics

Prerequisites

• Access to the NextGen version of the platform. The practices and files included with this guide might not be compatible with "Classic" versions.
• A BIM 360 Project must be properly set up by a BIM 360 Administrator.

Lead Contributor: Jeff Morris

Specializing in the civil engineering industry, Jeff authors training guides and provides instruction, support, and implementation on all Autodesk infrastructure solutions.

Jeff brings to bear over 20 years of diverse work experience in the civil engineering industry. He has played multiple roles, including Sales, Trainer, Application Specialist, Implementation and Customization Consultant, CAD Coordinator, and CAD/BIM Manager, in civil engineering and architecture firms, and Autodesk reseller organizations. He has worked for government organizations and private firms, small companies and large multinational corporations and in multiple geographies across the globe. Through his extensive experience in Building and Infrastructure design, Jeff has acquired a thorough understanding of CAD Standards and Procedures and an in-depth knowledge of CAD and BIM.

Jeff studied Architecture and a diploma in Systems Analysis and Programming. He is an Autodesk Certified Instructor (ACI) and holds the Autodesk Certified Professional certification for Civil 3D and Revit.

Jeff Morris has been the Lead Contributor for Autodesk Civil 3D: Fundamentals since 2019.
In this Guide

The following images highlight some of the features that can be found in this guide.

Practice Files

The Practice Files page tells you how to download and install the practice files that are provided with this guide.

Link to the practice files

Chapters

Each chapter begins with a brief introduction and a list of the chapter’s Learning Objectives.

Getting Started

In this chapter you learn how to start the AutoCAD® software, become familiar with the basic layout of the AutoCAD® screen, how to access commands, use your pointing device, and understand the AutoCAD® Command window. You also learn how to open an existing drawing, view a drawing by panning and zooming, and save your work in the AutoCAD® software.

Learning Objectives in this Chapter

- Launch the AutoCAD® software and complete a basic tutorial of the drawing environment.
- Identify the basic layout and features of AutoCAD® and identify the Ribbon, Drawing Window, and Application Menu.
- Locate commands and return to them using the Ribbon, shortcut menus, Application Menu, Status Bar, Ribbon Menu, and Command Line.
- Locate points in the AutoCAD® Command window.
- Open and close existing drawings and navigate to theEdit menu.
- Move around a drawing, using the Zoom and Pan commands, switch navigation view.
- Save drawings in various formats and set the automatic save options using theSave As command.
Side notes

Side notes are hints or additional information for the current topic.

Instructional Content

Each chapter is split into a series of sections of instructional content on specific topics. These lectures include the descriptions, step-by-step procedures, figures, hints, and information you need to achieve the chapter's Learning Objectives.

Practice Objectives

Practices enable you to use the software to perform a hands-on review of a topic.

Some practices require you to use prepared practice files, which can be downloaded from the link found on the Practice Files page.

Chapter Review Questions

Chapter review questions, located at the end of each chapter, enable you to review the key concepts and learning objectives of the chapter.
Command Summary

The Command Summary is located at the end of each chapter. It contains a list of the software commands that are used throughout the chapter, and provides information on where the command is found in the software.
Getting Started

In this chapter, you learn how to gain access to the Autodesk® BIM 360™ platform and how to set up a project.

Note: To complete the Practices in this guide, you must have at least one project set up, so that you can upload the Practice Files provided to that project. If that project has already been set up for you by the Account Administrator, you may skip this chapter, and upload the files to that project.

Learning Objective in this Chapter

- Prepare the Autodesk BIM 360 platform to complete this course.
1.1 Gaining Access to BIM 360

BIM 360 is a Next Gen (Next Generation) design platform that resides entirely in the Autodesk cloud. To gain access, you must be invited to a project by an Account Administrator.

Autodesk sets up the first Account Admin (Account Administrator) for a site. That Account Administrator is responsible for adding everyone else in the project team or adding other Account Administrators.

Note: There is no software to install for BIM 360 as it resides entirely in the cloud. Only Account Administrators can add projects, people, or companies to the platform.

Once an administrator in your Company’s BIM 360 account invites you to a project, you should receive an email similar to the one shown in Figure 1–1. This email identifies which project you have been invited to and provides you with a link to get started.
Clicking the **Get started** button in the email takes you to an Autodesk BIM 360 sign-in page.

- If you already have an A360 account, click **Sign In** and use your login credentials.

- If you do not have an account, click **Create Account**, as shown in Figure 1–2.

Then follow the on-screen directions to setup your account. Once set up, you should be able to login.
1.2 Creating Projects

Note: Only a user with account administration rights can create projects.

How To: Create Projects

1. In your preferred Internet browser, browse to the BIM 360 web site.
2. Log into your A360 account, as shown in Figure 1–3.

![Figure 1–3](image)

3. If no projects have been set up yet, the site will open in the Account Admin module, as shown in Figure 1–4.

![Figure 1–4](image)

4. If there are projects, you can access the Account Admin module by expanding the (Module Selector) and selecting **Account Admin** to switch, as shown in Figure 1–5.
5. Click **Projects** to open the **Projects** tab.
6. Click **Add**.
7. Fill in all the fields for the project profile, as shown in Figure 1–6. Fill in all the required fields (marked by *) to continue.
8. Scroll down and click **Save & Continue**.

9. In the Activate Services page, click **Activate** next to each of the module the project will use, as shown in Figure 1–7.

![Activate Services](image)

**Figure 1–7**

10. Type the email and company name for a project administrator and click **Save**, as shown in Figure 1–8.

![Activate Services](image)

**Figure 1–8**

11. Continue adding project administrators until all have been added. Scroll down and click **Finish**.
Practice 1a

Create a New Project

Learning Objectives

- Open the Account Admin site.
- Create a new project.

In this practice, you create a new project using the Account Admin rights, as shown in Figure 1–9.

Note - If a project has already been set up (with the details provided in this chapter), you can skip this practice.

Task 1 - Open the Account Admin site.

1. In your preferred Internet browser, browse to the BIM 360 website.
2. Log into your A360 account, as shown in Figure 1–10.
3. In order to create projects, you need Administration privileges. If you have been granted these through your A360 credentials, you can access the Accounts Admin module by expanding the (Module Selector) and selecting Account Admin, as shown in Figure 1–11.

![Figure 1–11](image)

**Task 2 - Create a new project.**

1. Click Projects to open the Projects tab. Then, click Add, as shown in Figure 1–12.

![Figure 1–12](image)
2. Fill in the information below in all the fields for the project profile, as shown in Figure 1–13.
   • **Project Name:** Elementary School
   • **Project Type:** Education Facility
   • **Construction Type:** New Construction
   • **Project Value:** 2,500,000
   • **Contract Type:** Design-Build-Operate
   • **Project Start Date:** [Today’s Date]
   • **Project End Date:** [3 years from today]
   • **Project Number:** 19-54321-02
   • **Business Unit:** <Select appropriate Choice>
   • **Project Address:** 143 Education Ln.
   • **City:** Saratoga Springs
   • **Zip:** 84043
   • **State:** Utah
   • **Country:** United States
   • **Project Time Zone:** (GMT-07:00) Mountain Time (US & Canada)
   • **BIM 360 Field Project Language:** English
   • Under **Project Image,** click Browse and select **School-Exterior.jpg** from the Project Files folder.

![Create Project Profile](image)

**Figure 1–13**

3. Scroll down and click **Save and Continue.**
4. In the Activate Services page, click **Activate** next to Document Management, as shown in Figure 1–14.

![Activate Services](image)

**Figure 1–14**

5. Type your email and company name for the project administrator and click **Save**, as shown in Figure 1–15.

![Activate Services](image)

**Figure 1–15**

6. Repeat Steps 4 and 5 to activate Project Management, BIM 360 Glue and BIM 360 Field.
7. When you activate **Field** and **Glue**, you will be prompted for which version to activate, *Classic vs. next generation*. In either case, select the corresponding *next generation*, as shown in Figure 1–16.

![Figure 1–16](image)

8. Scroll down and click **Finish**.