

Updated on 06/08/2026

Sign up

Autodesk Construction Cloud Training

2 days (14 hours)

Overview

Autodesk Construction Cloud is a cloud platform dedicated to the collaborative management of construction projects. It allows you to centralize documents, plans, models, approvals, comments, and site data in a shared environment, streamlining communication between project teams, design firms, project managers, clients, and contractors.

Our Autodesk Construction Cloud training will help you master the platform's essential features to structure your projects, organize your documents, manage access rights, and set up efficient approval workflows.

You will learn to use Autodesk Docs to centralize files, track versions, annotate documents, configure permissions, and manage approval workflows.

By the end of the training, you will be able to create an Autodesk Construction Cloud project, structure a document hierarchy, manage user roles, track issues, create quality or safety forms, and use dashboards to monitor progress.

This training will also cover applications related to BIM coordination, digital models, site monitoring, reporting, and best practices for enterprise deployment.

Like all our training courses, this one will introduce you to **the latest stable version** of the technology and its new features.

Objectives

- Understand the uses of Autodesk Construction Cloud in a construction project
- Create and structure a project with folders, roles, companies, and agreements
- Manage documents, drawings, models, versions, and annotations with Autodesk Docs
- Configure permissions, approval workflows, and approval chains
- Track issues, observations, quality and safety forms, and site actions
- Utilize dashboards, reports, and best practices for deployment

Target audience

- BIM managers and BIM coordinators
- Construction project managers
- Architects, engineers, and design firms
- Site supervisors and methods managers
- Project owners, project managers, and construction project teams

Prerequisites

- General knowledge of construction projects or BIM
- Basic understanding of document management or project coordination is a plus

Technical prerequisites

- A computer with a recent web browser
- A stable internet connection is required

Our Autodesk Construction Cloud Training Program

[Day 1 - Morning]

Discover Autodesk Construction Cloud and set up a project

- Understand the role of Autodesk Construction Cloud in the collaborative management of construction projects
- Identify the main modules: Docs, Build, BIM Collaborate, Takeoff, and Bridge
- Understand how each module is used by different roles: project owners, project managers, architects, engineering firms, contractors, and field teams
- Create a project, organize members, contractors, roles, and general settings
- Define an initial organizational structure: phases, packages, folders, agreements, and responsibilities
- Hands-on workshop: create an Autodesk Construction Cloud project, structure its document tree, and configure the first user roles

[Day 1 - Afternoon]

Document management with Autodesk Docs

- Understand the role of Autodesk Docs as a centralized document environment
- Create and organize folders, drawings, models, written documents, contractual documents, and deliverables
- Manage versions, revisions, statuses, metadata, and document histories
- Using searches, filters, views, annotations, comparisons, and comments
- Implement simple rules to prevent duplicates, version errors, and incorrect distribution
- Identify best practices for naming, classifying, and tracking documents

Permissions, approvals, and approval workflows

- Configure permissions for folders, files, plans, mockups, and project workflows
- Understand permissions by role, company, business unit, project, and level of responsibility
- Set up a document approval workflow tailored to the design, execution, and delivery phases
- Manage approvals, comments, feedback, validations, rejections, and controlled distribution
- Track open actions, deadlines, and the history of document decisions
- Hands-on workshop: Configure a document approval workflow with submission, annotations, comments, and validation

[Day 2 - Morning]

BIM coordination, models, and issue tracking

- Understanding BIM workflows in Autodesk Construction Cloud and BIM Collaborate
- Import, view, comment on, and share digital models
- Organize models by discipline: architecture, structure, MEP, and construction
- Create and track issues related to documents, drawings, models, or project areas
- Assign responsibilities, priorities, statuses, due dates, and comments
- Hands-on workshop: create issues from a model or drawing, assign them to the right stakeholders, and generate a coordination summary

[Day 2 - Afternoon]

Forms, quality, safety, and site monitoring

- Understand how to use Autodesk Build for field monitoring and construction site traceability
- Create inspection forms, quality checklists, site visit reports, and safety observations
- Link forms to drawings, zones, lots, contractors, and project managers
- Track non-conformities, reservations, corrective actions, and field requests
- Centralize project information to streamline management and reporting
- Identify best practices to standardize forms and avoid unnecessary data entry

Reporting, dashboards, and best practices for implementation

- Use dashboards to track project activity and critical issues
- Analyze metrics related to documents, outcomes, approvals, forms, and open tasks
- Create reports for project meetings, BIM reviews, site follow-ups, and progress summaries
- Structure a reusable project template: hierarchy, roles, workflows, forms, and conventions
- Identify usage risks: overly permissive permissions, lack of governance, duplicates, and lack of oversight
- Define an Autodesk Construction Cloud deployment roadmap tailored to your organization

Target Companies

This training is intended for both individuals and companies, large or small, seeking to train their teams in new advanced IT technology or to acquire specific industry knowledge or modern methods.

Assessment upon enrollment

The pre-training assessment complies with Qualiopi quality standards. Upon final registration, the learner receives a self-assessment questionnaire that allows us to evaluate their estimated proficiency with various types of technologies, as well as their expectations and personal goals for the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could pose challenges for monitoring and ensuring the smooth running of the training session.

Teaching Methods

Practical Course: 60% Practical, 40% Theory. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the trainer, supported by examples and reflection sessions, and group work.

Assessment

At the end of the session, a multiple-choice questionnaire is used to verify that the skills have been properly acquired.

Certification

A certificate will be issued to each trainee who has completed the entire training program.