Setting Up Fusion 360 for Classes

Fusion Team and Folder-Level Projects

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Safe Harbor Statement

Agenda

- Introduction to Fusion Team

- Review Steps to Create a Folder-Level Project

- Demonstration

- Next Steps

- Appendix

  - Upgrade a Single-User Storage

  - Remove members from a folder

  - Deactivate members from a Fusion Team

  - Archive a project

Introduction

Dan Banach
Senior Technical Program Manager
Autodesk Education

- Using CAD products since 1988 – Mechanical Des. / Eng.

- 29 years teaching and consulting on CAD products

- Authored 25 books on Autodesk mechanical CAD software, numerous tutorials and YouTube videos

- launch Team - Folder-Level Projects

Fusion 360 – Cloud Enabled Platform

Integrated Platform for Design and Manufacturing

Product definition

Engineering

Production engineering

Shop floor production

Designer

Mechanical engineer

Analyst

Electrical engineer

Manufacturing engineer

CAM programmer

Machinist

Machine operator

Design → Engineering → Manufacturing

Managing Data

Cloud

Fusion Team

- One Fusion Team per account
- Where data is stored and managed

Control Data Within Fusion 360 and Fusion Team

Project   **Project**

Folder   **Folder**

Organize data within a project

Folder   **Folder**

Fusion Team

❑ **Fusion Team** = File cabinet 🔒

❑ **Project** = Drawer 🔒

❑ **Folders** = Organize data 🔒*

* Currently, only available with Folder-Level Projects

Fusion Team

- Fusion 360 and project data stored in the cloud.

- Can only create one Fusion Team per account.

- Control versions, markups, add comments, and recover deleted files.

- You can be invited into others' Fusion Team.

- You can be an Administrator in multiple Fusion Teams.

Projects

- Projects are used to manage data and control access.

  - A project can be setup for a class or for a specific design.

  - You can invite members to the project and set how the project can be found by members called project security types.

Project Security Types

1. **Folder-Level**: A secret project with granular permissions for each folder (default in Fusion 360).
   <mark>Note</mark>: After a Folder-Level project is created, this project type cannot currently be changed.
2. **Open**: Any team member can access this project.
3. **Closed**: Only invited members can access this project.
4. **Secret**: Only invited members can see this project.

Note: Legacy Project types can be created in Fusion Team.

Folders

- Folders are used to manage data.

- In a Folder-Level Project, you can set a role for each member, per folder.

  - Subfolders inherit the role of their parent folder. This cannot be changed.

- A folder can have members that have different roles.

Roles – Folders in a Folder-Level Project

Folder Member Roles	What Can This Role Do
Viewer	Can only view, post and read comments on the Fusion Team portal.
Reader	Viewer role + can open files in Fusion 360 but cannot save the files to this folder.
Editor	Reader role + within Fusion 360 or Fusion Team can edit, upload, rename, move, delete files, and create subfolders under the folder the Editor role is set.
Manager	Edit role + can manage members and control their access levels.
Administrator	Manager role + they can permanently delete files on Fusion Team.

Notes
- A Teachers Assistant (TA) could be given the role of Manager at the Project level or Folder level.
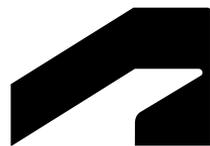- Subfolders inherit the Role from the parent folder. This cannot be changed.

Roles – Fusion Team (optional)

Fusion Team Roles	What Can This Role Do
Team Administrator	Manages the Fusion Team.
Team Member	View; Open and Closed projects and create legacy projects.
Project Contributor	Only see projects they are invited into.

Notes

- When a member is invited into a Folder-Level Project, their default Role in the Fusion Team, is Project Contributor.

- If needed, a Teachers Assistant (TA) role can be changed to Team Member or Admin.

- **Future**: Fusion Teams roles (except the Administrator role) will be simplified and combined into Folder Roles.
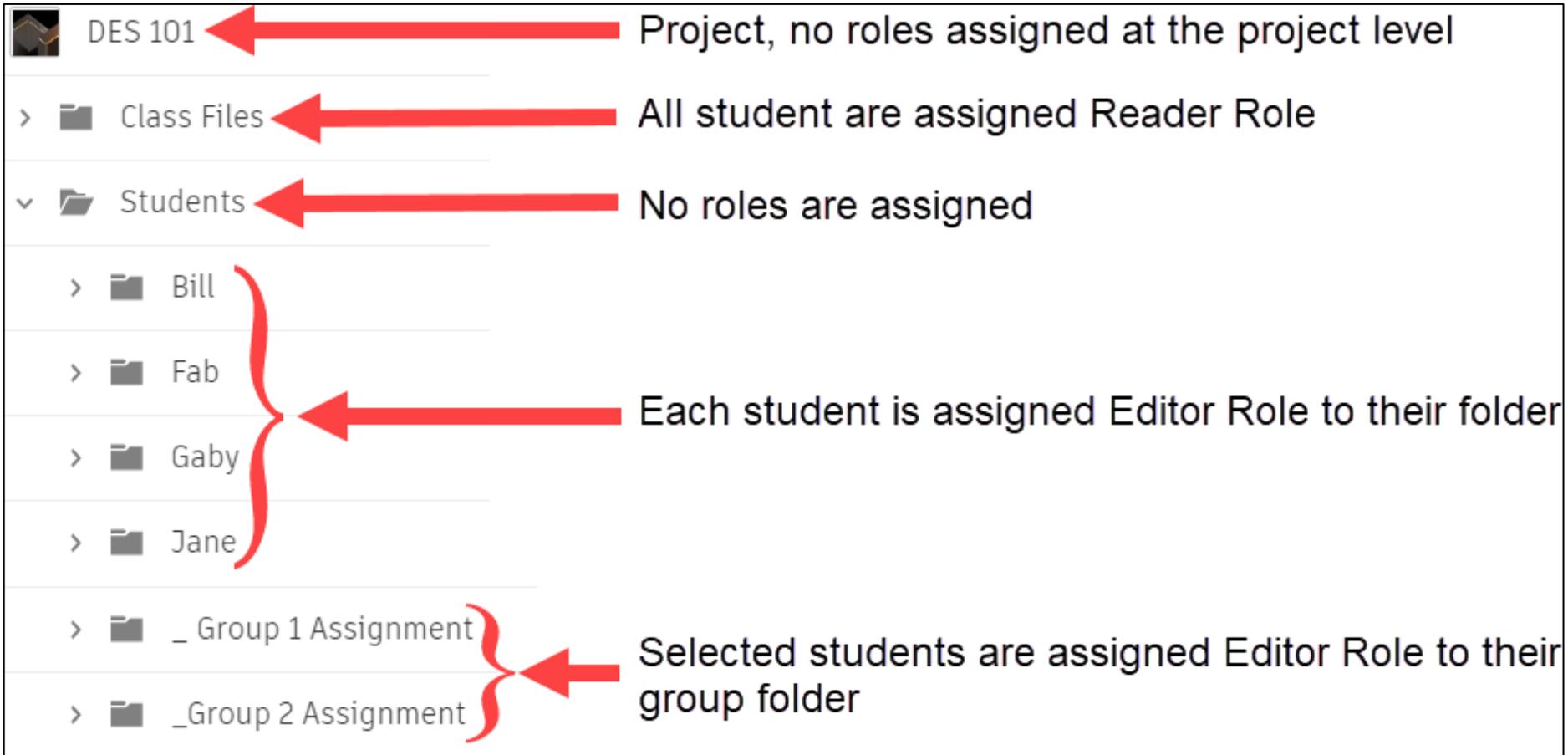
Folder-Level Project Suggested Classroom Setup

Example Structure of a Folder-Level Project

DES 101 ⟵ Project, no roles assigned at the project level

Class Files ⟵ All student are assigned Reader Role

Students ⟵ No roles are assigned

Bill

Fab

Gaby ⟵ Each student is assigned Editor Role to their folder

Jane

_ Group 1 Assignment

_Group 2 Assignment ⟵ Selected students are assigned Editor Role to their group folder

Steps to Setup a Folder-Level Project

1. Students create an Autodesk education account and get a Fusion 360 license or are assigned a Fusion 360 license and create their Autodesk account.

2. Create a Folder-Level Project.

3. Create folder structure.

4. Invite new members to a Folder and set their Role, in Fusion Team.

5. Add members and assign roles to additional folders, in Fusion Team.

6. Copy files between Projects.

7. **Optional**: Change members' role for the Fusion Team.

Step 1: Create an Autodesk Account & Acquire a Fusion 360 License (this topic was covered in the Sep. 12th webinar)

- <u>Student's guide to the Education Plan</u>.
  Note: When creating your Autodesk account, use the school's email address.

or

- <u>Educator's guide to the Education Plan</u>.
  Note: Students bypass the verification process but must create their Autodesk account.

Individual License

Educator Assigns Students Licenses

Notes
1. Assign licenses at https://manage.autodesk.com
2. Students must open email and click on Create your account

Step 1: Eligibility Documentation

- Required data for submitted eligibility documentation

  1. **Your name**
     - Autodesk Education <mark>Account name must match the name on the verification document(s).</mark> If needed, can change your Autodesk Account name at **https://profile.autodesk.com/personalinfo.**
     - Change email address: **https://profile.autodesk.com/security.**

  2. **School name**

  3. **Current date**: Clearly shows enrollment in the current term (within a few months).

     <mark>**Notes**: * School ID badges don't usually contain current date.</mark>

     <mark>* Current class schedule usually contain the required information.</mark>

- Eligibility document templates (copy data onto school letterhead).

Student   Faculty   IT Admin

- Multiple Documents can be uploaded in one operation.

Step 2: Create a Folder-Level Project

1. Open Fusion 360.

2. On the top-left corner of the screen click on the Show Data Panel tool.

3. If needed, change the active Fusion Team by clicking on the drop-down arrow of the current Fusion Team and select the desired Fusion Team from the list.

4. Create a new project by clicking on New Project.

5. Type a name for the project and then press the Enter key.

6. Make the project active by double-clicking on its name in the Data Panel.

Note: Can also create Projects in Fusion Team.

Step 3: Create Folders and Subfolders

1. In Fusion 360, create a folder and subfolders by clicking on New Folder and type a name and then press the Enter key.
   Note: Can also create Folders in Fusion Team.

Step 4: Invite New Members – Access Fusion Team

1. Access Fusion Team.

   1. From Fusion 360's Data Panel, click on the globe icon to the right of the project name "Open on the Web".

   2. Or click on the People tab and select Invite Members.

   3. Or log into Fusion Team https://login.autodesk360.com with your Autodesk ID.

   Notes

- By inviting members to a project / folder, they're also added to your Fusion Team as a Project Contributor.

- If a member has already been invited to your Fusion Team, skip to step 5.

Step 4: Invite New Members – Make Folder Active

2. Make the desired folder active by clicking on the folder under the project's name on the left side or in the middle section.

3. On the top-middle section, confirm that the correct folder is active (breadcrumbs).

4. Click on the Folder Permissions tab.

5. Click on Invite.

Step 4: Invite New Members and Set the Role

6. In the dialog box, type or paste email(s) into the list.
    Note: Currently, to paste multiple email addresses, they must be <mark>comma delimited</mark>. Use Excel function =TEXTJOIN(",",TRUE,A#:A#)

7. Select a Role for the member(s).

Invite Members

Add email addresses of the people you'd like to invite (required)

allison.student@school.edu ✕   doris.student@school.edu ✕
jim.student@school.edu ✕   Jon.student@school.edu ✕   6

Role (required)   7

Select

Viewer - View online, post and read comments

Reader - Viewer + open with desktop, download, copy and paste

Editor - Reader + edit, upload, rename, move, delete and share

Manager - Editor + manage members and set access levels

Administrator - Manager + permanently delete

C1   fx   =TEXTJOIN(",",TRUE,A2:A5)

	A	B	C
1	**Email Addresses**		Allison.Student@yopmail.com,Doris.Student@yopmail.com,Jim.Student@yopmail.com,Jon.Student@yopmail.com
2	Allison.Student@yopmail.com		
3	Doris.Student@yopmail.com		
4	Jim.Student@yopmail.com		
5	Jon.Student@yopmail.com		

Step 4: Invite New Members – Send Invitation

8. Click on Send Invitations.

Members will be:

1. Sent an email, inviting them to join your Fusion Team / Project

2. Added to the active Project / Folder.

3. Assigned the Role to the active Folder.

4. Added as members to your Fusion Team as a Project Contributor.

Note: An invitation does NOT need to be sent to members that were previously added to a different project in your Fusion Team.

Step 4: Invite New Members – Members' Receive Email

9. In the email, click the Join Team. This must be done to access the Fusion Team.

10. If the member does not have an Autodesk Account with this email, they will create their Autodesk account and password. Then click CREATE ACCOUNT.

11. In the Account created dialog, click Done.

12. Fusion Team will open.

Note: Ask School's IT Admin to allow domain: Autodesk.com

Step 5: In Fusion Team - Add Members to Other Folders

<mark>Administrator does not need to wait for students to Join the Team.</mark>

1. On the left panel, select the desired Folder-Level Project.

2. Make the desired folder active.

3. Click on the Folder Permissions tab.

4. From the list, select the member(s) to add to the folder.

5. Select a Role for the member(s) and click Assign.

6. See slide 11 for descriptions of Folder - Member Roles.

7. Repeat steps 2 – 5 for other Folders & Students.

Step 6: Copy Files Between Projects

- In Fusion 360's Data Panel, Copy files.

- In Fusion Team, Copy files and folders.

Step 7: Optional - Change Roles in the Fusion Team

After the member accepts the invitation to join the Fusion Team, you can change the member's role at the Fusion Team level.

1. On the top-right corner of Fusion Team click on your initials > Admin tab.

2. Click on the Members and Role tab.

3. Select the member and desired role.

4. See slide 12 for descriptions of Fusion Team Roles.

Students Accessing Your Fusion Project

Students Accessing Your Fusion Project

1. Open Fusion 360.

2. Top-left corner of the screen, click on the Show Data Panel tool.

3. Change the active Fusion Team by clicking on the drop-down arrow of the current Fusion Team and select the desired Fusion Team from the list.

4. Make the desired project active by double-clicking on it.
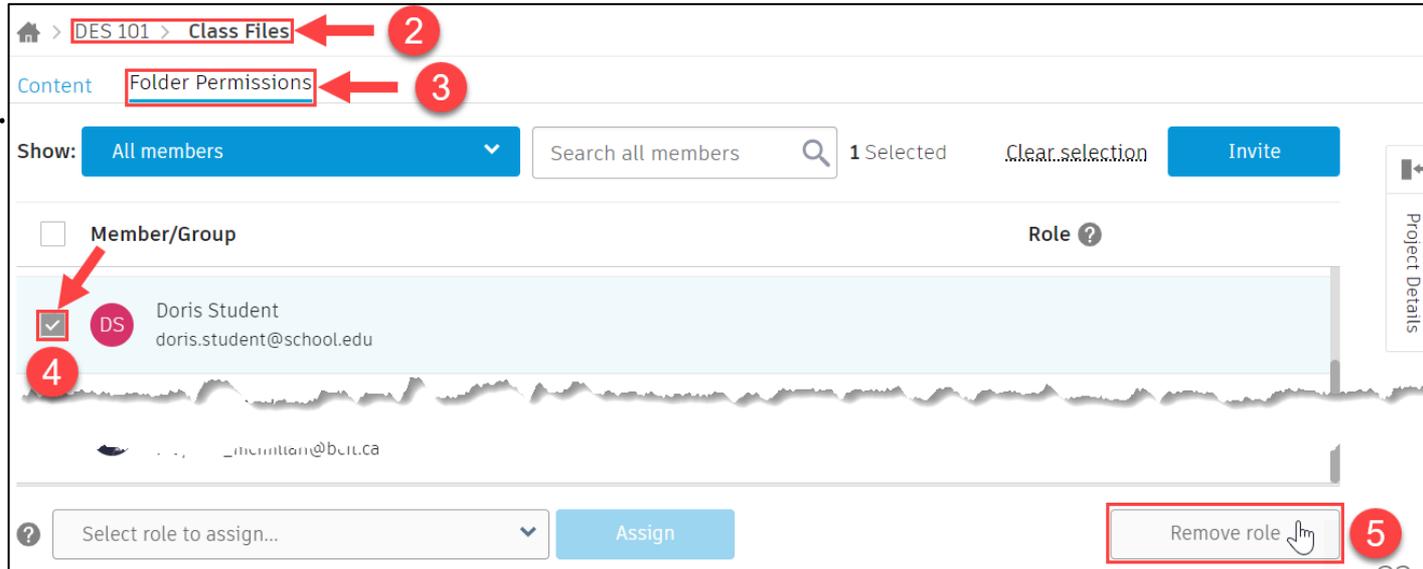
5. Open the desired file.

Recap - Folder-Level Projects

1 Create one project per class.

2 Manage and control students' access to folders via roles.

3 Use Reader role for folders for assignment, starter & template files that you don't want overwritten

Note: For Education Accounts, when creating a new Project in Fusion 360, Folder-Level Project is the only project type that can be created.
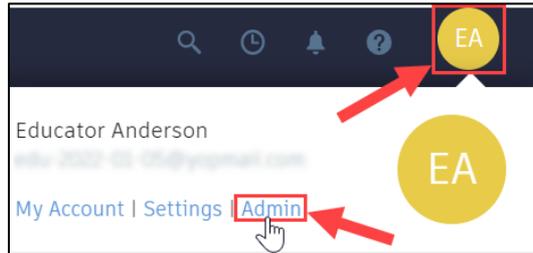
Additional Functionality

Remove Members from a Folder

1. Log into Fusion Team https://login.autodesk360.com.

2. Make the desired project and folder active.

3. Click on the Folder Permissions tab.

4. Select on a member.

5. Click on Remove role.

Deactivate Members from Your Fusion Team

1. Log into Fusion Team https://login.autodesk360.com

2. Upper-right corner of the screen click on your initials or profile picture > Admin.

3. Click on the Members and Roles tab.

4. Select a member > Deactivate.

Archive a Project on Fusion Team

1. Log into Fusion Team https://login.autodesk360.com

2. Upper-right corner of the screen click on your prof[ile] picture or initials > Admin tab.

3. Click on the Projects tab.

4. In the list, click on a Project > Archive

5. Can also Archive a project in Fusion 360's Data Panel.

Next Steps

Join the Fusion 360 Educators Community

- ## Join the Fusion Educators Forum

  - ## PDF of PPT is posted on the Fusion 360 Educators Forum

Appendix

Are you Using a Single-User Storage Hub

- Single-User Storage hubs are being sunset.

- How do you know if you have a Single-User Storage?
  1. In Fusion 360.
     1. Expand the Data Panel.
     2. Do you see Single-User Storage?
  2. In Fusion Team.
     1. Go to https://login.autodesk360.com and sign in using your Autodesk ID.
     2. If the URL starts with https://myhub.autodesk360.com, then you are using single-user storage.

Upgrade Single-User Storage to a Fusion Team

1. Admin or Team Member status of the destination hub (the hub that the data is being transferred to) is required to transfer projects. Project contributors are not able to transfer data and the destination team hub may appear dimmed. Link up with Fusion Team admin for assigning the correct role. See Administer Team Members and Roles.

2. After roles are correctly assigned, visit the Fusion Team Hub Onboarding site. (Future: May get a new experience)

3. Sign into the account with the data to be transferred. If moving within the same account, disregard this step.

4. If a Fusion Team Hub does not exist yet:

    1. Create a Fusion Team hub under the Destination team.

    2. Transfer any existing projects over to the new team hub.

5. If a Fusion Team Hub exists, select the project that needs to be moved to the Team Hub.

6. Once all projects are selected, press next to complete the transfer.

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