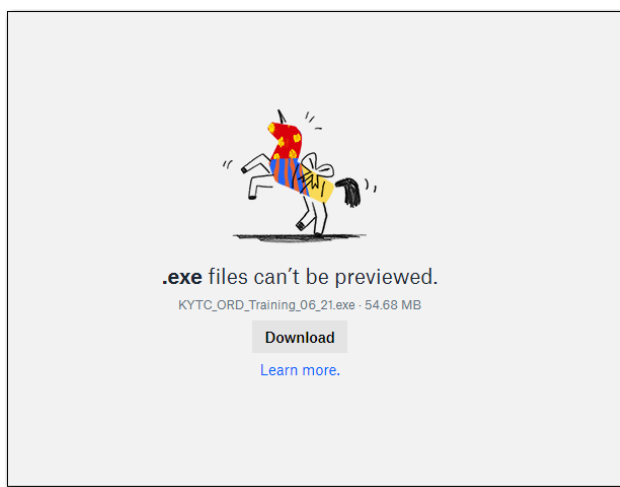## PREPARING FOR YOUR VIRTUAL TRAINING

The ORD II training may be taken using either Bentley's Imperial configuration that is installed with the software, or if you are a KYTC employee or consultant completing KYTC work, you may use KYTC's configuration. These directions apply to either situation. Steps that are specific to one or the other are noted.

Prior to the class, there are a few things that must be done on your machine.

- For KYTC employees, please email KYTCCaddSupport@ky.gov if you have any problems with these instructions.
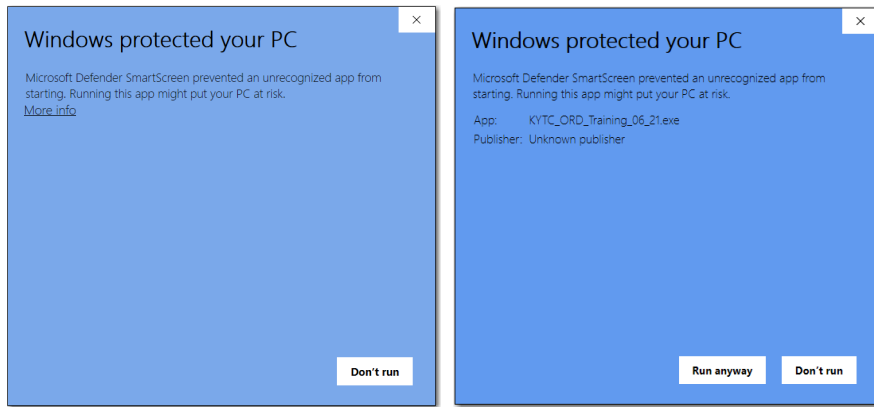- For Consultants, you may need the assistance of your IT department.

Downloads

1. You must have **OpenRoads Designer 2021 R1** installed on your machine. The book and data files are specifically for this versions of software.
2. KYTC: Make certain the current KYTC configuration is installed. Consultants can download it here: https://transportation.ky.gov/cadd-standards/pages/default.aspx
3. Download and install the data files for the class.
   a. Go to the **ORD II** download page here: https://www.dropbox.com/s/bm8tc200w9vn15w/ORD_II_Training_Data_11_21.exe?dl=0
   b. Select the **Download** drop-down and then select **Direct download**.

This downloads a self-extracting zip file. Your file name will be different than the ones shown in the images.
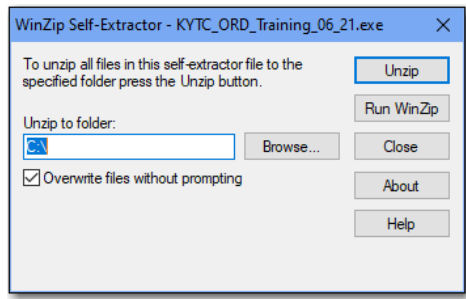
4. Double-click the *ORD_II_Training_11_21.exe* from your download folder location.
5. If you receive a Windows warning message about an unrecognized app, select **More Info**, then select **Run anyway**.

6. If you receive any other warning from your virus protection software, select the option to run the program anyway.
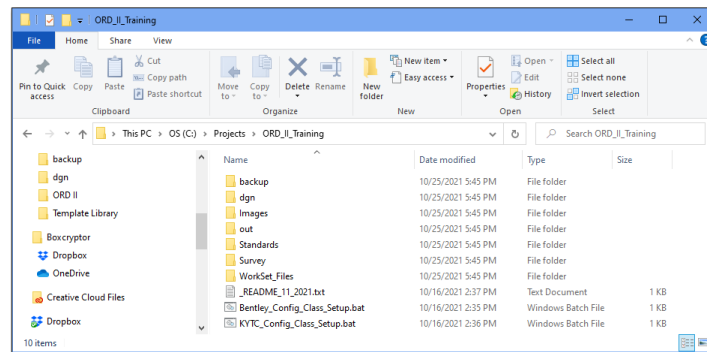
The file may be unrecognized, but it is virus-free.

7. From the WinZip Self-Extractor window, verify the Unzip to folder location is *C:* then select **Unzip**.

After unzipping, select **OK**, then **Close** the WinZip Self-Extractor.

> *Important!* *Do not specify a location other than C:\ The extraction will create the project folder structure called for in class.*

8. Check that you have a *C:\Projects\ORD_II_Training* with subfolders for the training class.

Important! *If for whatever reason, you cannot or do not install the files in this location, see the README in C:\Projects\ORD_II_Training for additional information on installing the data.*
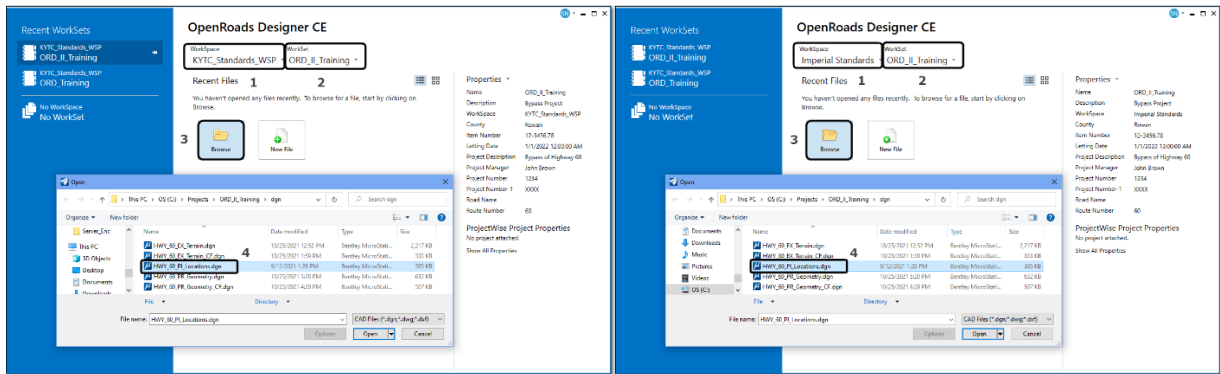
9. KTYC: If your configuration is installed in the KYTC default location of *C:\KYTC_ORD_Standards*, run the *C:\Projects\ORD_Training\KYTC_Config_Class_Setup.bat* file to copy the WorkSet files to the appropriate folder. If your configuration is installed elsewhere, the WorkSet files (.dgnws and .cfg) must be manually copied to the appropriate location from the WorkSet_Files subfolder (check with your IT department if you're unsure).

10. Others: If your Bentley configuration is installed in the default location, run the *C:\Projects\ORD_Training\Bentley_Config_Class_Setup.bat* file to copy the WorkSet files to the appropriate folder. If your configuration is installed elsewhere, the WorkSet files (.dgnws and .cfg) must be manually copied to the appropriate location from the WorkSet_Files subfolder (check with your IT department if you're unsure).

Test your setup

1. Start ORD
2. If you see a **Welcome** page, pick the arrow on the right side to go to the **Work Page** which is shown below.

   KYTC: Bentley Imperial:

3. Set the 1) Appropriate WorkSpace and 2) WorkSet as shown, then 3) **Browse** and 4) **Open** *HWY_60_PI_Locations.dgn.*
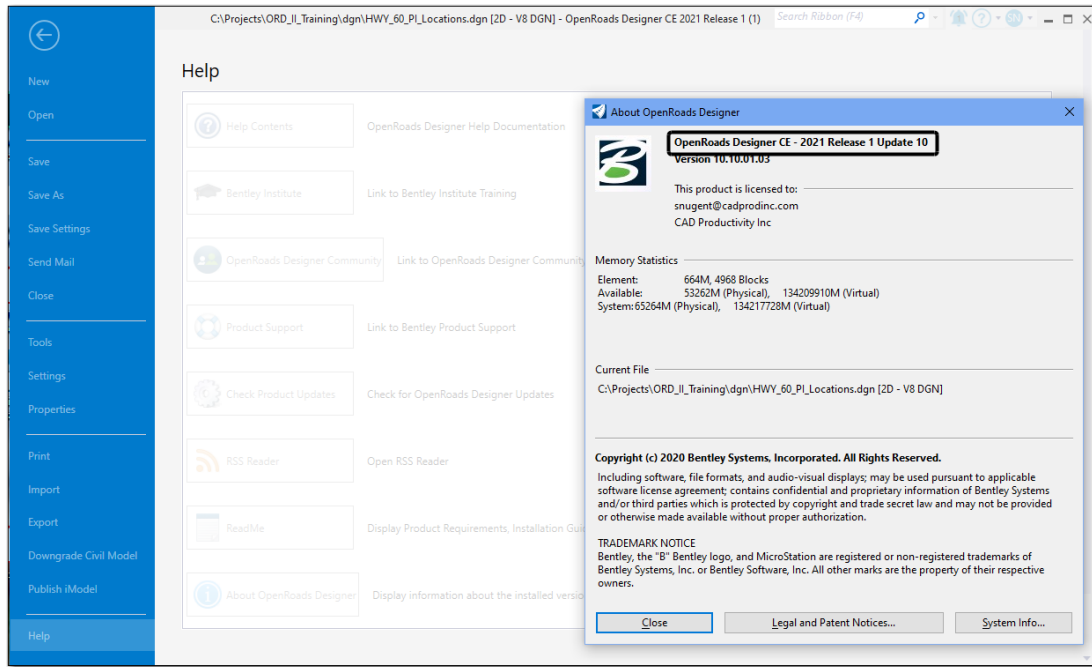
   The KYTC WorkSpace is part of the KYTC configuration installation. If you do not see it, the configuration is not installed correctly. The Imperial configuration is part of the default install of OpenRoads.
   The WorkSet is part of the data file installation. If you do not see ORD_Training, you do not have the data installed correctly. Do not create the WorkSet.

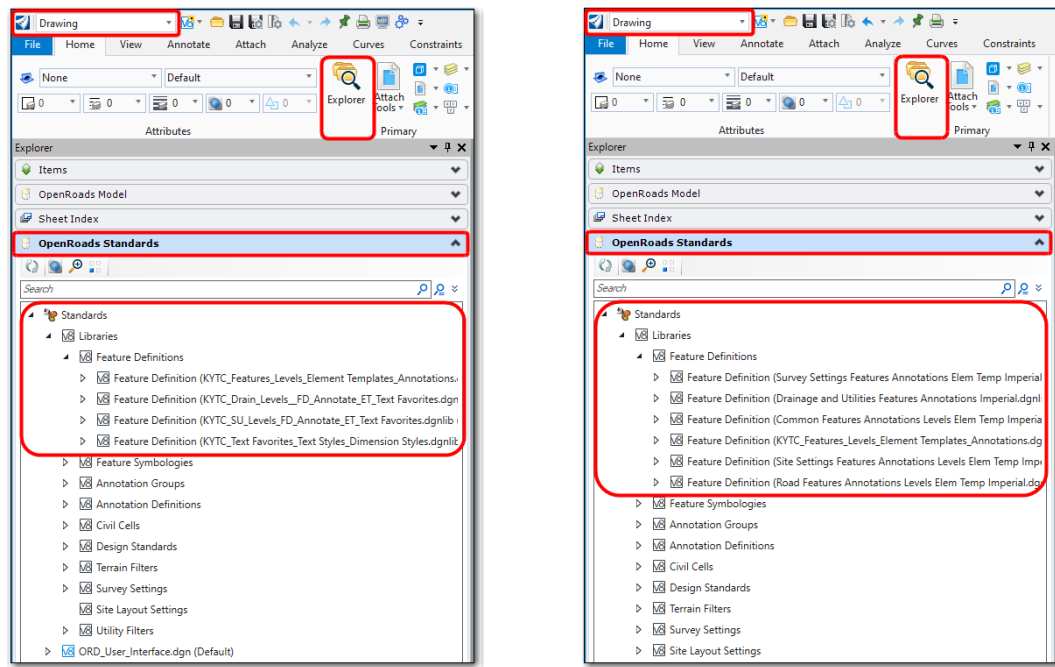4. When you receive the "WorkSet not found Alert" choose the options to **Use active…**

   Note: If you're using ORD 2021 R1*, select Yes to upgrade the file.*

5. Choose **File > Help > About OpenRoads Designer** to check the version of software installed. You should have 2021 Release 1.

6. **Close**, then back-arrow at the upper left.

7. Choose **Explorer** and expand the categories as shown (this will take a minute).

8. You *must* see Feature Definition files, although they will differ depending up on your configuration and version. At a minimum, you should see KYTC_Features … .dgnlib in either configuration (it is loaded from the WorkSet). If you do not, either the configuration or your files are not installed properly. Consult KYTC CADD Support or your IT Department. Without proper installation of both, you will not be able to work the class assignments successfully.
9. **Close** ORD after verifying you have the necessary files.

Prepare for Zoom

1. Zoom Client should be installed. Please download it here: (https://zoom.us/download).
   - For KYTC employees, if you have trouble downloading from this link, check the Software Center on your machine and try downloading Zoom from there.
2. Follow these directions to join a test meeting: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting?mobile_site=true
3. You must have an internet connection with enough bandwidth to support video streaming.
4. A microphone and speakers (or headset) are required for the best experience.
5. A video camera is recommended but not required.

You're ready for training!

You will receive a manual prior to class. We will be using the manual throughout the class, so be sure you have it available each day.

During class, please join from the same machine where your software is loaded – when we go into breakout rooms, you will be sharing your screen with me for questions.

If you are unfamiliar with Zoom and like more detailed information, here's a link to a Zoom video on joining a meeting. https://support.zoom.us/hc/en-us/articles/201362193 and don't forget to download the tips sheet on the page where you found this list.