

# Drawings Exercises

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## Instructor Setup

1. Create the projects needed for the exercises (see instructions [here](#)). If you are only doing Scenario 3 (Drawing Scavenger Hunt), you can disregard these setup instructions since students will log in directly to our Procore.org demo account.
2. Assign students to project(s) (see instructions [here](#)). For instructions on creating a student permission template to assign them the correct permissions for the exercises, see instructions under "Adding Students to Procore" section [here](#) (make sure that students have either "Standard" or "Admin" permissions for the Drawings and Documents tools).
3. Upload Drawings to each project, review and publish. If you would like to use the Vortex Centre Drawings, you can download them [here](#). Here are instructions for [uploading the Drawings](#) to a project.
4. Upload any supplemental submittal files to Documents folder (product data, shop drawings, etc.).

## Things to Consider

- Drawings must be uploaded via the web version of Procore on a desktop/laptop. The exercises can be completed by students on a desktop/laptop or mobile device once the drawings are uploaded (except for Scenario 3, which can be completed without any preparation).
- Scenario 1 requires one project per student (or group of students) and must be completed on a desktop/laptop. The instructor needs to upload a set of drawings to the Documents folder so they can be downloaded by the students and then uploaded to the project (you can use the drawings for the [Vortex Centre](#) if you'd like).
- Scenario 2 asks students to create an RFI from the drawing. Scenario 2 can be completed individually if the instructor has already uploaded a set of drawings to the Drawings tool.
- Scenario 3 instructor answers are located here:
  - Plan Reading Level 1 [answers](#)
  - Plan Reading Level 2 [answers](#)
- Times listed are estimates and can vary depending on student groups.

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Roles Involved (optional):

General Contractor – Project Manager

General Contractor – Project Engineer  
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### **Scenario 1 | Issued for Construction (~15 min)**

You are a new project engineer who has just been assigned to a project. You have been asked to upload, review and publish the drawings for your team so that everyone can have access to them from anywhere, including their mobile devices. Your project manager has made the files available in the Documents tool. Navigate to the Documents tool and download the drawings to your computer. Go to the Drawings tool and click "Upload Drawings". Follow the prompts and upload the file that you most recently downloaded onto your computer. Once the three bars are green, then the drawings are ready to review, click "Review Drawings". Click through the prompts and click "Approve All" above the list of drawings. Once they have processed, select "Publish All". Ensure that the entire plan set has been uploaded, reviewed and published so that your project team has live access to the set electronically.

Reference <https://en-ca.support.procore.com> if you get stuck to find support articles that will help walk you through processes in Procore.

### **Scenario 2 | Strong Foundation (~10 min)**

You are reviewing the foundation plans in detail and you notice that there is missing information. Navigate to the RFI tool and create a new RFI. Fill out the required fields and request clarification, in the Question field, about the missing information. (You will make up the question and missing information.)

### **Scenario 3 | Drawing Scavenger Hunt (~30–45 min)**

Your project manager has asked you to review certain components of the Vortex Centre plans and answer questions about them. Log in to our Procore demo account (where we've already uploaded the Vortex Centre drawings) using this login information (for a mobile device, download the Procore App from the Apple App Store or Google Play Store and open it up; for a desktop or laptop, go to <https://login.procore.com/en-ca>):

- Email: [continuingeducation@procore.com](mailto:continuingeducation@procore.com)
- Password: #1ProcoreStudent (case sensitive)

Select "Plan Reading – Level 1" (easiest) or "Plan Reading – Level 2" (more difficult):

- For Plan Reading – Level 1, download these [questions](#) and make a copy of the document. Using the Drawings Tool, find the correct drawing to answer each question.
- For Plan Reading – Level 2, download these [questions](#) and make a copy of the document. Using the Drawings Tool, find the correct drawing to answer each question.