

PREPARING FOR YOUR VIRTUAL TRAINING USING THE KYTC CONFIGURATION

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

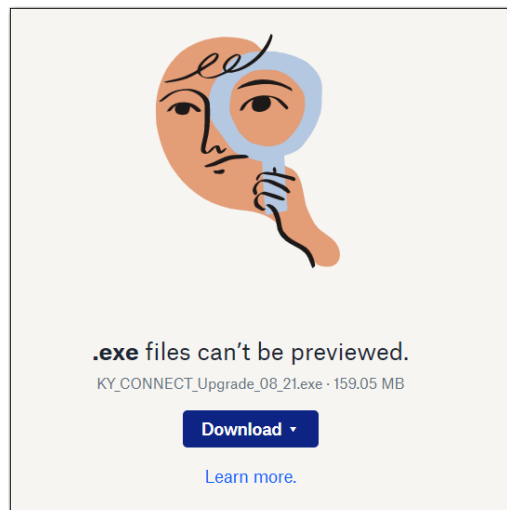
1. You must have **OpenRoads Designer 2020 R3 OR MicroStation CONNECT Update 15** installed on your machine. The book and data files are specifically for these versions of software.
2. Make certain the KYTC configuration is installed. Consultants can download it here:
<https://transportation.ky.gov/CADD-Standards/Pages/default.aspx>
3. Download and install the data files for the class.

- a. Go to the **MicroStation CONNECT Upgrade** download page here:

https://www.dropbox.com/s/h5pgsngtmw0nmwn/KY_CONNECT_Upgrade_08_21.exe?dl=0

You do not have to log in to Dropbox and you can Close the log in box if displayed.

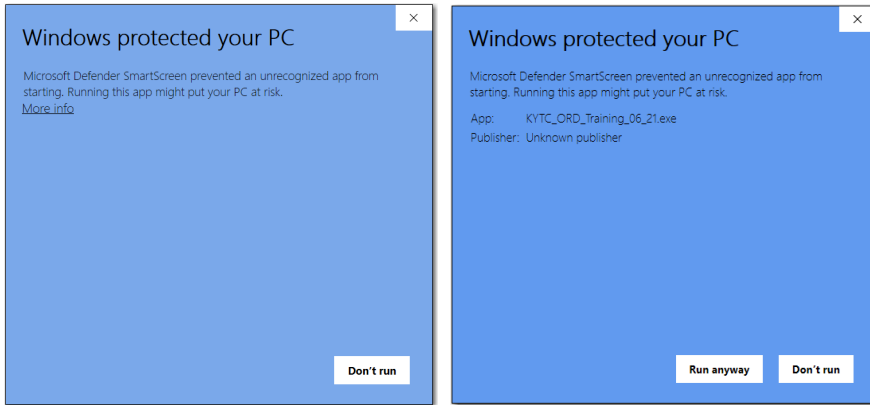
- b. Select the **Download** drop-down and then select **Direct download**.



This downloads a self-extracting zip file.

4. After downloading, double-click the **KY_CONNECT_Upgrade_08_21.exe** from your download folder location.

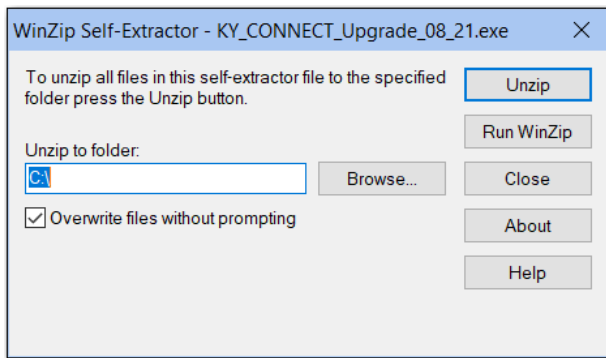
5. If you receive a Windows warning message about an unrecognized app, select **More Info**, then select **Run anyway**.



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.

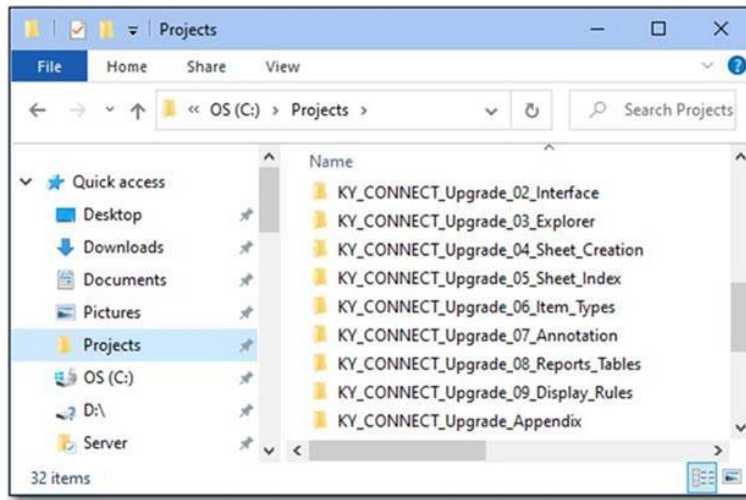
7. From the WinZip Self-Extractor window, verify the Unzip to folder location is C:\ then select **Unzip**.



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

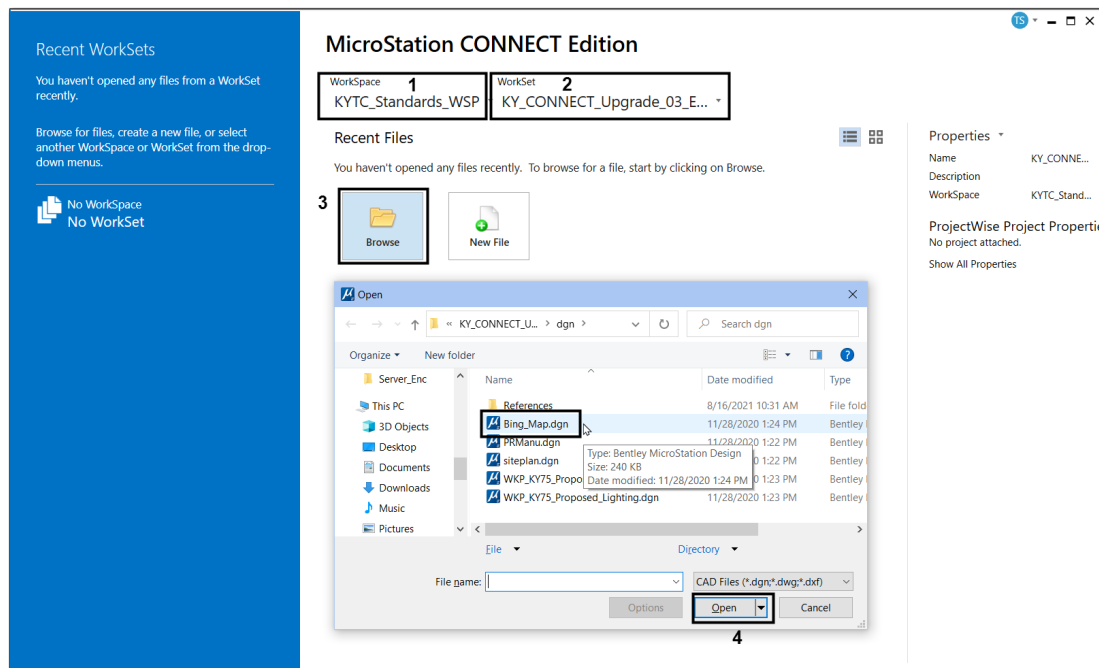
The extraction will create the class project folder structure.

- Check that you have several *C:\Projects\KY_CONNECT_Upgrade* folders with subfolders for the training class.



Test your setup

- Start MicroStation CONNECT (MSC) or OpenRoads (ORD)
- If you see a **Welcome** page, pick the arrow on the right side to go to the **Work Page** which is shown below (MSC is shown but the Work Page is the same for ORD).

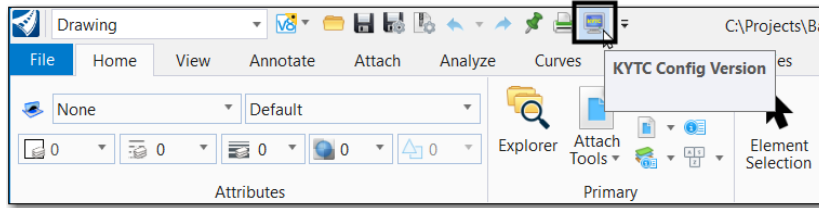


- Set the 1) WorkSpace and 2) WorkSet as shown, then 3) **Browse** and 4) **Open Bing_Map.dgn** (this is a blank file).

The WorkSpace (KYTC_Standards_WSP) is part of the KYTC configuration installation.

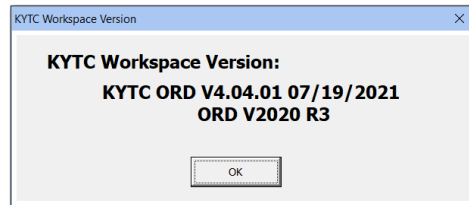
The WorkSet (KY_CONNECT_Upgrade_03_Explorer) is part of the data file installation.

- From the Quick Access Toolbar located at the top left of the MicroStation CONNECT screen, choose KYTC Config Version.



*IMPORTANT! If you do not see the KYTC Config Version button on the Quick Access Toolbar, you do not have the KYTC configuration installed. Go back to the **Downloads** section on page 1 and follow **step 2**.*

- Verify that you have the latest KYTC configuration installed (Version 04.04.01 Released 7/19/2021)



*IMPORTANT! If you have an earlier version of the KYTC configuration, go back to the **Downloads** section on page 1 and follow **step 2**.*

- Select **OK** to dismiss the configuration information box.
- Exit** MSC or ORD after verifying you have the configuration installed.

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.