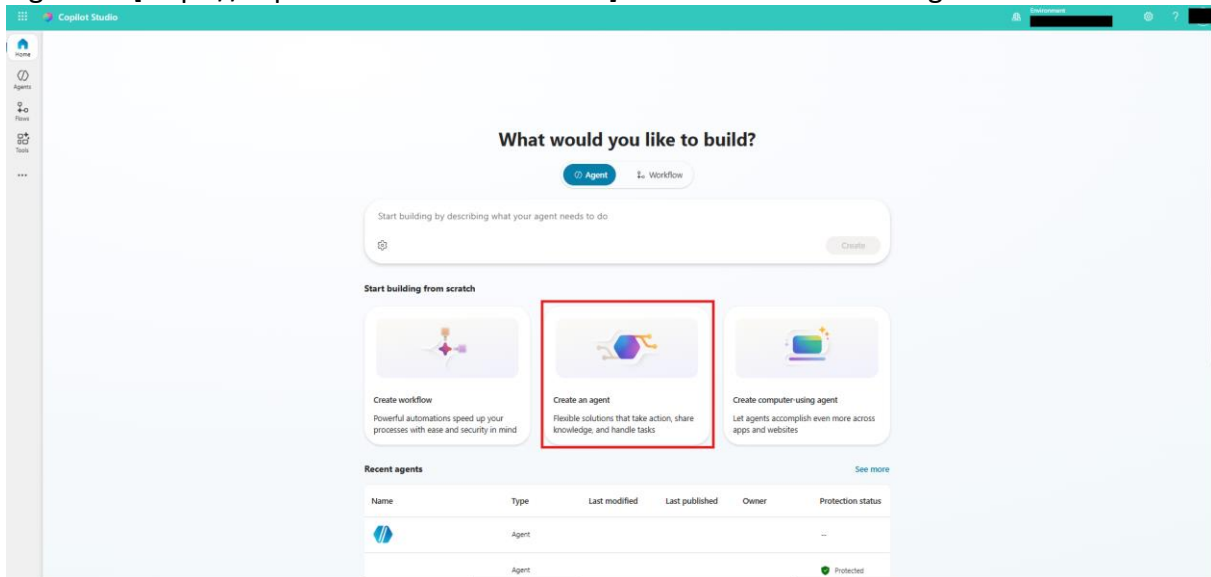


Chatbot

Chatbot activity allows teachers to create an AI bot through Microsoft Copilot Studio and publish it on SOUL.

A) Create an Chatbot on Microsoft Copilot Studio

- 1) Sign in at [<https://copilotstudio.microsoft.com>] and select "Create an agent"



- 2) If necessary, modify its knowledge sources, web search and suggested prompts settings.
- 3) Press [Create].

Note:

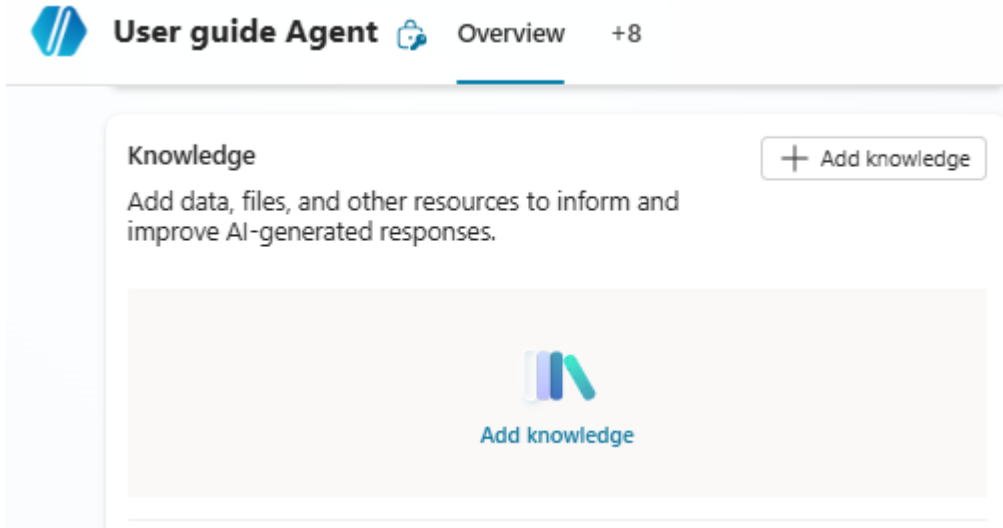
1) It is also possible to utilise natural language to provide a clear description of the agent's purpose and specific instructions detailing its primary role and expected behaviour.

Please be advised, however, that modifying the configuration later may be difficult, especially when creating an AI bot specifically limited to answering solely from a restricted knowledge base.

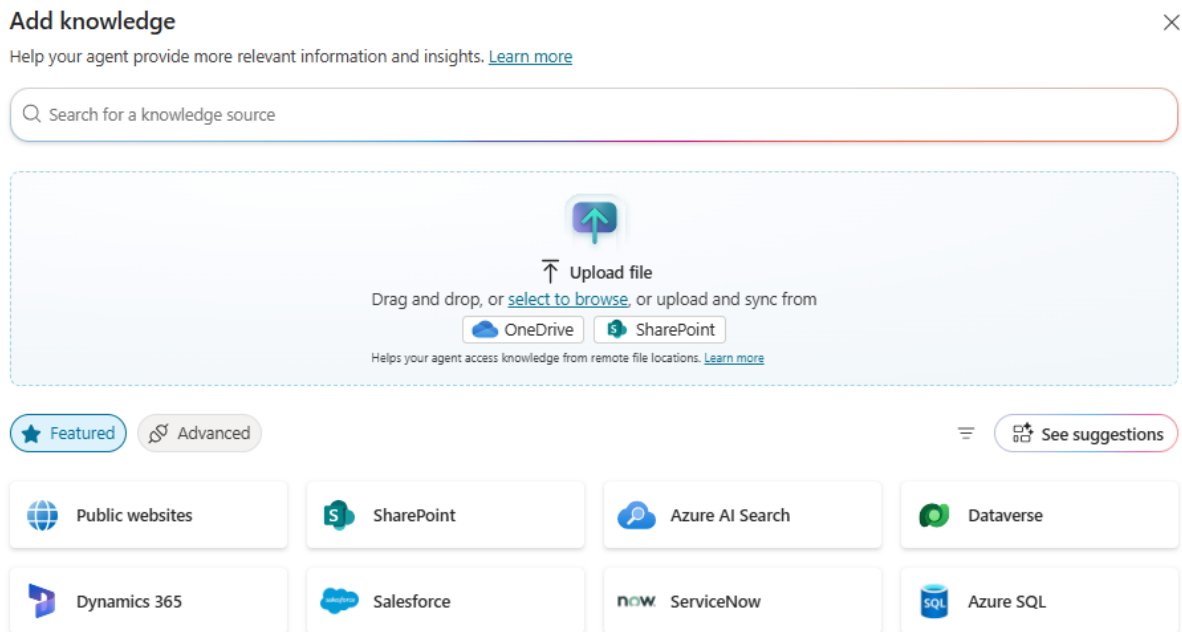
2) Drafts within Copilot Studio are scheduled for automatic deletion 90 days from the date of their most recent modification.

B) Knowledge setting of Chatbot

- 1) Go to the Overview page and scroll down to the "Knowledge" section.
- 2) Click "Add knowledge" to begin the process.



- 3) Select a method (e.g., Upload file, Public websites, SharePoint) for the agent to study. "Upload file" is the recommended method for management-controlled content.




- 4) After successfully uploading the file, click on the "Add to Agent" button.
- 5) If necessary, find the "Web Search" option and turn it off. This action restricts the agent from searching public websites.



C) Test and publish the chatbot

- 1) Access the "Test your agent" panel on the right side of the screen (or click "Test" in the top-right corner to open it).
- 2) Use the test chat interface to ask questions or state requirements based on the agent's newly added knowledge to confirm accurate responses.
- 3) Click on "Settings" in the configuration panel.
- 4) Navigate to the "Security" section, then select "Authentication".
- 5) Choose "No authentication" to ensure students accessing the agent through the SOUL platform can use it.
- 6) After confirming the agent works correctly, click the "Publish" button in the configuration panel.
- 7) When the publication prompt appears, the status "Your agent does not require end user authentication" is expected and indicates proper configuration for open access.

D) Enable it in SOUL "Chatbot" activity

- 1) On the course main page, locate and click the **[Turn editing on]** button, usually found in the top right corner.
- 2) Navigate to the desired course section and click **[+Add an activity or resource]**.
- 3) From the activity selection menu, choose the  **"Chatbot"** option.
- 4) Enter a descriptive Chatbot name for the activity.
- 5) In your Copilot Studio account, click on the **"Channels"** option.
- 6) Select the **"Web app"** from the list of channels.
- 7) The necessary Embed code will be displayed in the right panel. Copy this code.
- 8) Return to the course setup page
- 9) Paste the copied Embed code into the appropriate field.
- 10) Click "Save and display" to finalize and view the new Chatbot activity.