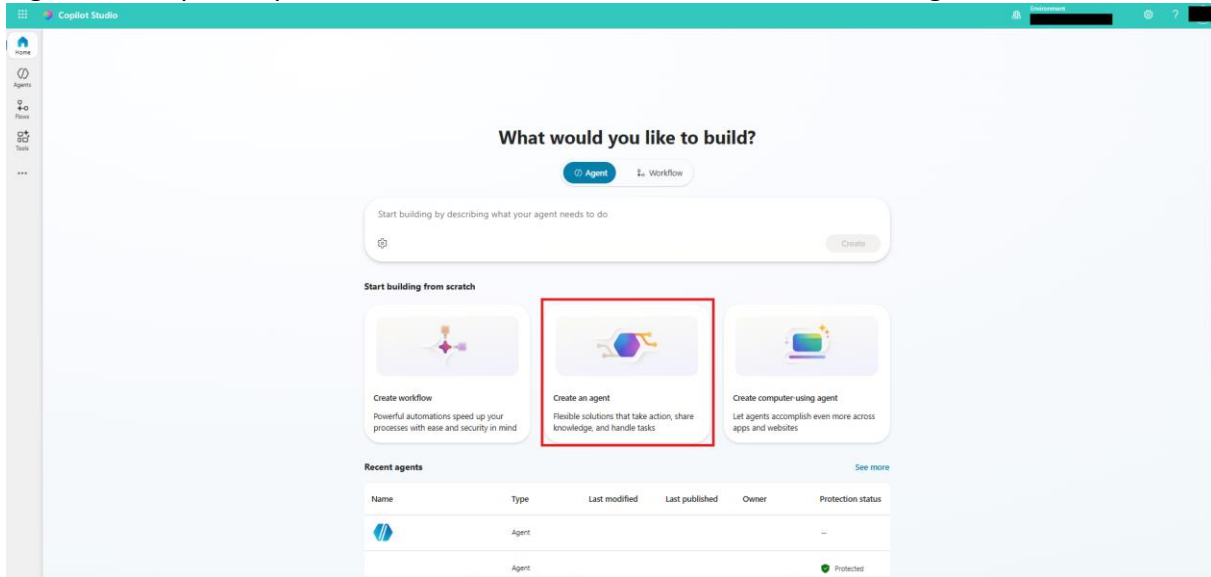


## Chatbot

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:**

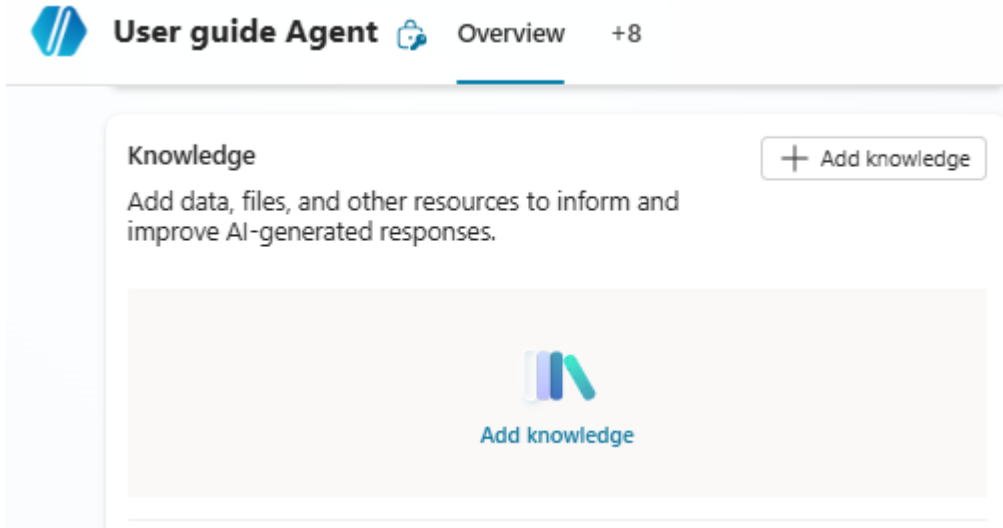
1) It is also possible to utilise natural language to provide a clear description of the agent's purpose and specific instructions detailing its primary role and expected behaviour.

**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.**

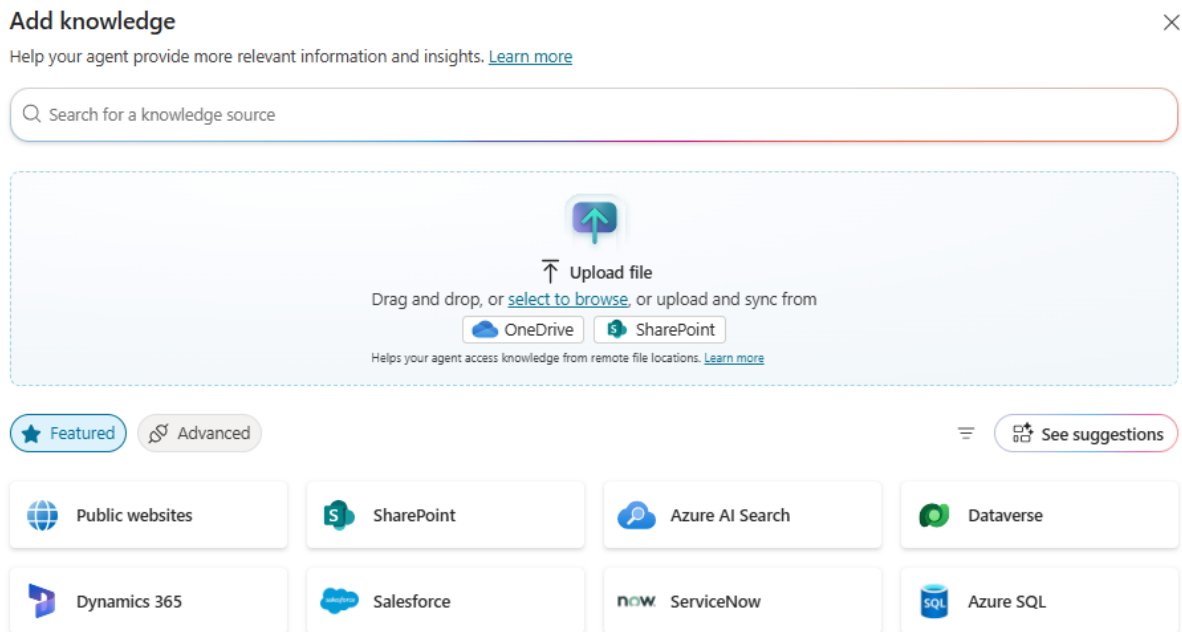
2) Drafts within Copilot Studio are scheduled for automatic deletion 90 days from the date of their most recent modification.

### 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.