

LIVE DEMO GUIDE

Loyola Campus Life Agent

A step-by-step walkthrough for building your first Copilot web agent

Before you start

Open these tabs in the order below so you can switch between them quickly during the build.

Tab	URL	Why
1	m365.cloud.microsoft/chat	Where you build and test the agent
2	https://events.luc.edu/	Events knowledge source
3	https://www.luc.edu/campustransportation/	Parking and transit knowledge source
4	https://www.luc.edu/commencement/	Commencement knowledge source

This can be done do right now with your Loyola account. No license, no IT ticket.

Step 1 — Open Agents in Copilot Chat

1. In Copilot Chat, look at the left-hand navigation.
2. Click Agents.
3. Click the + **Create an agent** button in the top right.
4. You'll see three starting points: **Describe**, **Templates**, and **Configure**.
5. Click **Configure**.

Describe is the fastest, templates are the easiest but Configure shows you every ingredient — and that's what I want you to see today. If you do not see the Describe option, please proceed with the Configure option.

Step 2 — Identity: icon, name, and description

Field	What to enter
Name	Loyola Campus Life
Description	Helps students and staff plan around campus life at LUC. Summarizes upcoming events on LSC and WTC campuses, the weather forecast for those days, and nearby parking options.
Icon	Click the icon area. Pick an emoji (e.g. a graduation cap) or upload a small PNG.

This is the storefront. Name it for what it does, not a clever title — users need to recognize it in a list of 20 agents.

Step 3 — Instructions: Purpose

Approximately 3 minutes — this is where GCSE pays off

Paste the following into the Instructions box.

PURPOSE

Guide LUC students and staff to plan around campus life. For a given date range, summarize events on the Lake Shore (LSC) and Water Tower (WTC) campuses, along with helpful planning details such as weather conditions and nearby dining options. Prioritize the provided luc.edu pages as primary sources for campus-specific information. Use other reliable sources only when necessary to complete the answer. Keep responses short, friendly, and organized by day.

Always apply good prompting for instructions: Goal (plan around campus life), Context (LUC, LSC, WTC), Source (public luc.edu + weather.gov), Expectations (short, friendly, organized by day). TIP: You can always ask Copilot to help you create detailed instructions for your agent

Step 4 — Instructions: Guidelines

Approximately 2 minutes

Append to the Instructions box.

GUIDELINES

- Always confirm the date range and campus(es) before answering.
- If user is asking about a commencement event, confirm which school they are looking for and remember that all of the LUC commencement events are held at the Lake Shore Campus
- If the user does not specify, default to the current week and both campuses.
- Organize responses by day, not by category.
- Prioritize information from the provided luc.edu sources for events, transportation, and official campus details.
- Use other reliable sources only when needed to provide helpful context such as weather or dining options.
- If information cannot be found in the provided sources, clearly indicate when you are using general knowledge or external sources.
- Do not fabricate or guess details about campus-specific information.
- Keep answers under 250 words unless the user asks for more detail.
- Do not share personal opinions about events or venues.
- Always provide the source links that you used for each response

Guidelines are your guardrails. "Don't guess" is the single most important line — it's what keeps the agent honest.

Step 5 — Instructions: Skills (GAT)

Approximately 4 minutes

Every step in your agent's conversation gets a Goal, an Action, and a Transition. Append this to the Instructions box.

SKILLS

Step 1 – Capture the dates and campus

Goal: Understand the timeframe and campus context for planning.

Action: Ask the user which dates they are interested in. If unclear, suggest the current week. Confirm whether they are asking about LSC, WTC, or both.

Transition: Once dates and campus are confirmed, proceed to assembling the plan.

Step 2 – Assemble the plan

Goal: Build a clear, helpful day-by-day campus plan.

Action: For each day, in this order:

1. List events from the LUC events calendar (prioritize provided sources)
2. Suggest transportation or parking options from LUC sources where relevant
3. Suggest nearby dining options or general food areas near campus
4. Suggest websites to check for expected weather conditions for the

Chicago, IL area

- Clearly prioritize campus-specific information from provided sources
- Use general knowledge or external sources for weather and dining when needed

Transition: After presenting the plan, offer helpful follow-ups such as filtering events, suggesting indoor options based on weather, or highlighting dining preferences.

G-A-T: Goal, Action, Transition. Every step gets all three. This is the same pattern whether your agent is helping someone register for classes or onboard a new hire.

Step 6 — Add Knowledge: the web sources

Approximately 3 minutes

1. Scroll to **Knowledge** in the configure panel.
2. Click **+ Add knowledge** and choose **Public websites**.
3. Paste each URL below, one at a time, and click Add. Wait for each to show a green check before moving on.

<https://events.luc.edu/>

<https://www.luc.edu/>

<https://www.luc.edu/campustransportation/> (optional)

<https://www.luc.edu/commencement/> (optional)

You can only add up to 4 websites, and the URLs cannot be “deeper” than 2 levels from the main website address. If you leave the “Search all websites” toggled off, this means the agent can use the broader internet (via Bing search), but will prioritize the sources provided here. If you toggle the switch on, it will remove the specific websites you added.

Step 7 — Add Starter Prompts

Approximately 1 minute

Scroll to Starter prompts and add these three. (Text in **bold** can be used as the Title)

Events This Week What's happening on campus this week?

Getting Around Campus I'm visiting LSC on Friday at lunchtime – campus dining, directions, parking, and what to do?

Commencement Find graduation events and tell me how to get there.

Starter prompts are your front door. A new user should be able to get value in one click without having to think of a prompt.

Step 8 — Test it live

Approximately 4 minutes — the crowd-pleaser

1. Click **Test** (or use the preview panel on the right).
2. Click one of your starter prompts and walk the room through what the agent asks and how it responds.
3. Now try a curveball to show it off:

My grandparents are coming to my graduation – we need to find parking nearby so they won't have to walk too far.

Watch how it asks for the dates first — that's Step 1 firing. Now watch it organize by day — that's your Expectations instruction doing its job.

Note: *If something looks off, edit the instructions on the left and click Test again. Iterate in front of the class — they'll learn more from one fix than from a perfect demo.*

Step 9 — Save and share

Approximately 1 minute

1. Click **Create** in the top right to save.
2. In the share panel, choose **Share with specific people** or **Anyone in my organization**.
3. Copy the link and paste it in a Teams chat or email to your test audience.

Two caveats — first, anyone you share with sees the same knowledge sources. Second, the agent runs inside their Copilot Chat experience; they need to be signed in with their LUC account.

Wrap-up checklist for participants

By the end of the session, attendees know how to:

- Open Agents inside Copilot Chat
- Fill in Identity — name, description, icon
- Write a Purpose using the GCSE formula
- Add Guidelines as plain-English guardrails
- Structure Skills with GAT (Goal, Action, Transition)
- Ground an agent in public web sources
- Add starter prompts so users know where to begin
- Test, iterate, and share the finished agent