

Activity Sheet 3

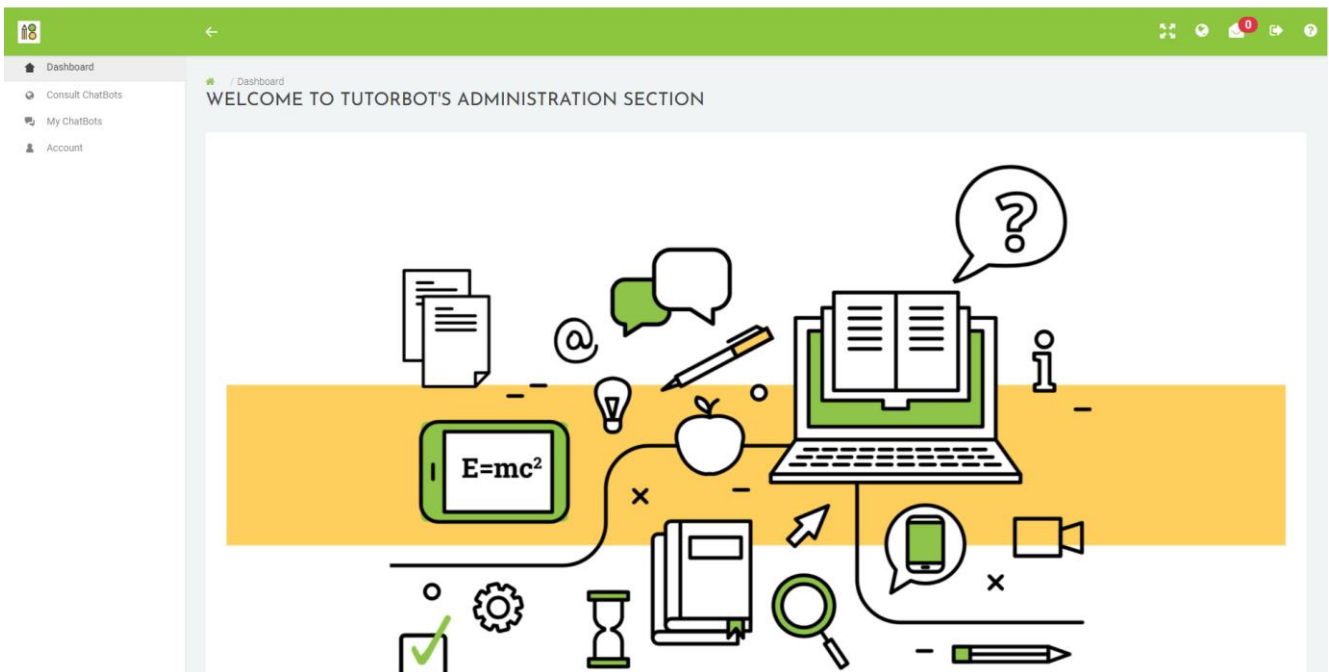
Create my first chatbot

In this activity sheet you will learn:

- how to navigate the administration section,
- how to add your first chatbot,
- how to duplicate a chatbot.

Administration section

In Activity sheet 1, you learned how to access the platform. This is how the interface where you can create and manage your chatbots looks like.







On the left, a menu allows you to access the main pages:

- **Dashboard:** homepage



- **Consult Chatbots:** access to the interface with the public and enabled chatbots
- **My Chatbots/ChatBots list:** managing existing chatbots and creating new ones
- **Account:** changing password

In the top right corner, you find several icons with the following functions:

-  **Full-screen** display of the platform
-  Access to **the interface with the public and enabled chatbots**
-  **Notifications**
-  **Log out**

How to create a chatbot



One user can create **one chatbot and upload 350 Mb** of resources.

To create a new chatbot, go to the ChatBots list. Click on

[+ CREATE A NEW CHAT BOT](#)

or



to create a new chatbot.

Fill in the following information:

- **The name** of your chatbot
- **The language**



- Activate "**enabled**" when you want your students to use it.

Create a new chat bot

Title

Ref lang

ENGLISH

Enabled

CANCEL SAVE







The language setting is **final**. In case of error, you will need to create a new chatbot.









When you "**enable**" your chatbot, you can check how it works by clicking on the "globe" button in the top right corner.


The "action" buttons allow you to manage your chatbot:

-  **Configuration:** general chatbot configuration to create sequences, expected levels and resource types,
-  **User access:** list of users allowed to access the chatbot,
-  **Response customization:** personalized chatbot responses and introductory messages,
-  **Lexicon:** personalized glossary of definitions with key words



-  **Statistics:** different statistic metrics are displayed here for every sequence.
-  **Subjects:** "subjects" are terms that relate to the sequences discussed in the chatbot,
-  **Manage resources:** tree structure of resources that can be made available to students via the chatbot,
-  **Update chatbot:** the name of your chatbot can be changed, "enable" and "public" can be activated,
-  **Copy chatbot:** the chatbot will be copied with all its resources,
-  **Delete chatbot.**

Duplication

In the 'chatbot list' page, before entering in the admin interface, you will see this icon:  on the right of each chatbot. The **duplication** button will allow you to copy the entire structure, content, lexicon, subjects and resources included, while changing the language. You will be able to pick a new title, and most importantly, change the language reference. This can be especially relevant if your target audience is composed of speakers of different languages, or if you wish to share your bot's content in multiple languages.



Copy this chatbot ×

Title

Ref lang

Enabled

Public