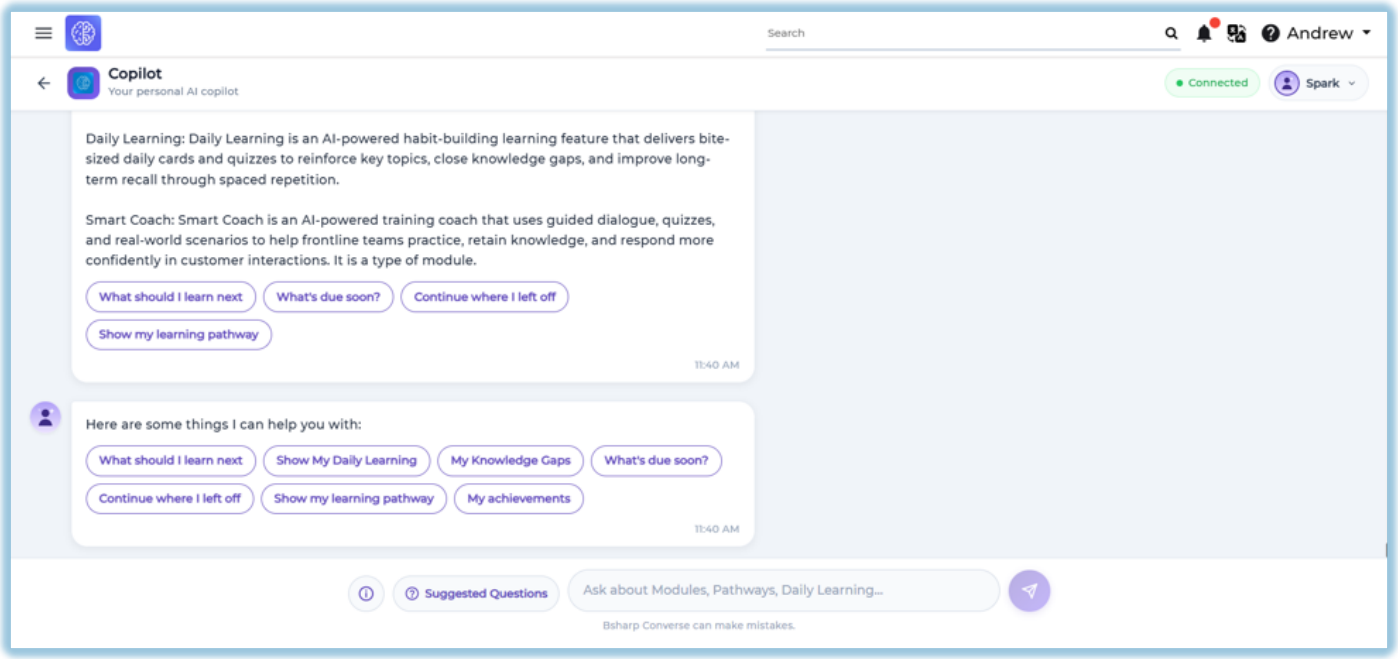
# Copilot

## 1. Overview

Learning Copilot is an AI-powered learning assistant that helps learners quickly access learning information, receive personalized recommendations, and continue their learning journey. It provides instant answers to learning-related questions and allows learners to access Daily Learning, Learning Pathways, Knowledge Gaps, Achievements, and other learning resources from a single interface.




## 2. When to Use

Use Learning Copilot when you want to:

- Ask questions related to learning content.
- View Daily Learning recommendations.
- Continue previously started learning.
- View Learning Pathways.
- Identify Knowledge Gaps.
- Check upcoming learning activities.
- View learning achievements.
- Get quick definitions of learning features.

# 3. Concepts

- **Learning Copilot** – An AI-powered assistant that helps learners access learning information and recommendations.
- **Suggested Questions** – Predefined questions that provide quick access to common learning actions.
- **Information** – Displays brief definitions of the learning features available in Converse.
- **Daily Learning** – Shows AI-generated daily learning cards and quizzes assigned to the learner.
- **Learning Pathway** – Displays the learner's assigned learning journey and recommended next steps.
- **Knowledge Gaps** – Identifies learning areas where additional improvement is recommended.
- **Continue Learning** – Allows learners to resume modules or learning activities that are in progress.
- **Achievements** – Displays the learner's overall learning progress and accomplishments.

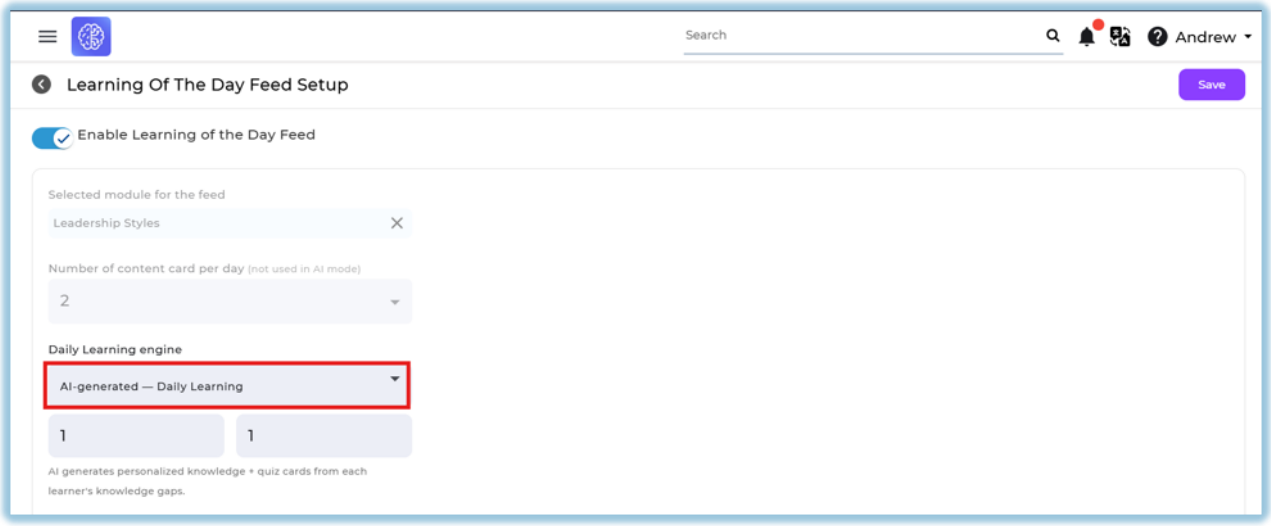
# 4. Set Up Guide

## Access Learning Copilot

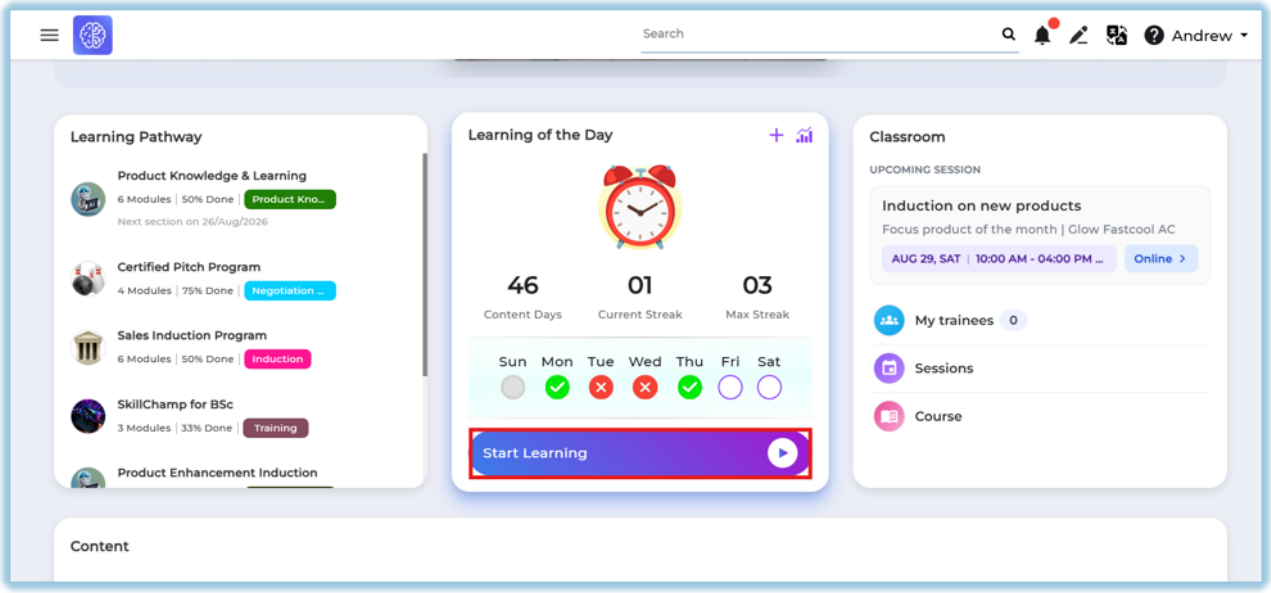
Learning Copilot can be accessed in either of the following ways:

### Option 1 – Daily Learning Widget

1. Ensure **AI Generated Mode** is enabled in Feed Setup.




2. Open the **Home Page**.
3. Click the **Daily Learning** widget.

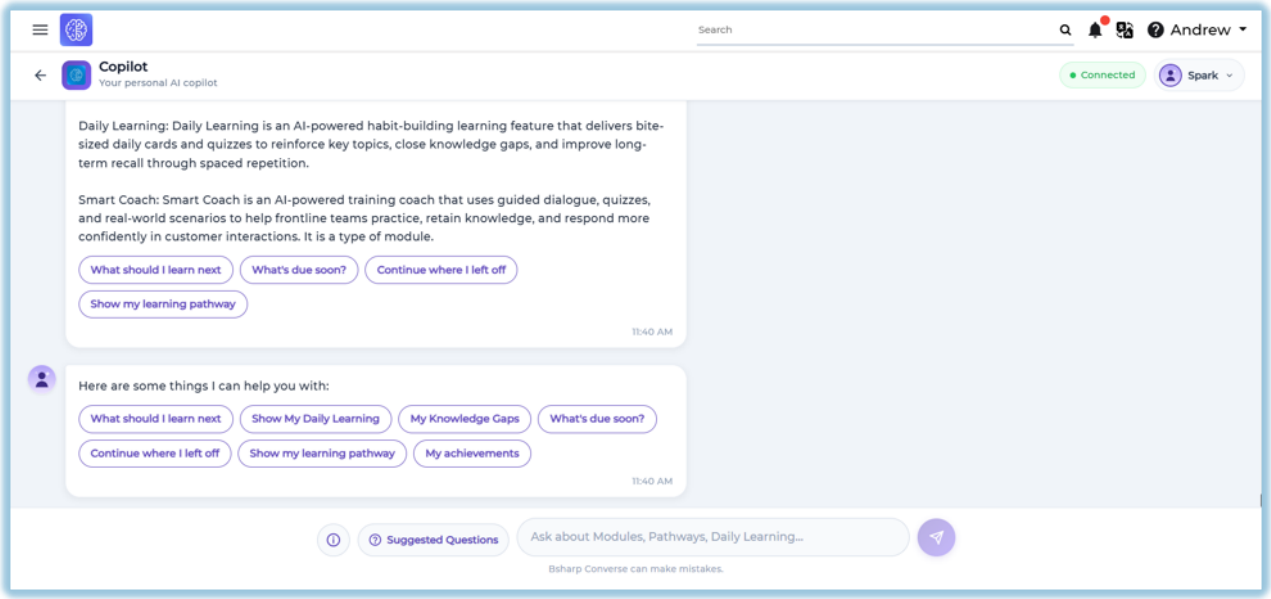



### Option 2 – Custom Widget

1. Open the **Home Page**.
2. Click the configured **Copilot** custom widget.

## Using Learning Copilot

1. Enter your question in the search box.
   **OR**
2. Select one of the **Suggested Questions**.
3. Review the AI-generated response.



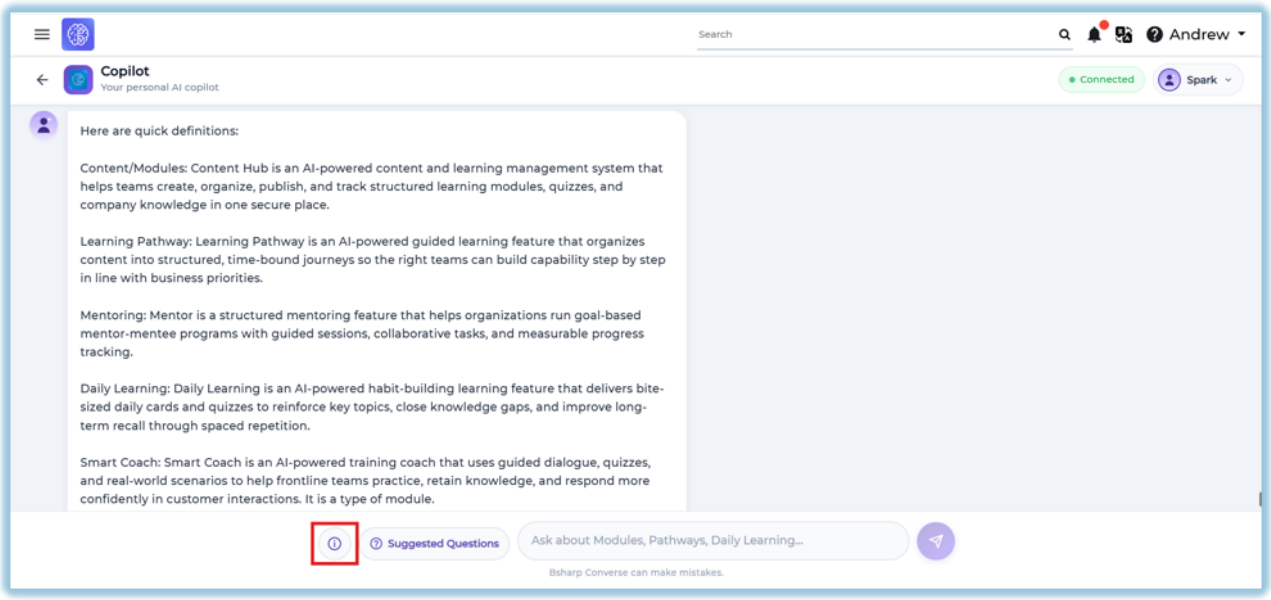

# 5. User View

## Information

Click the **Information** icon to view quick definitions of available learning features.

The Information section includes:

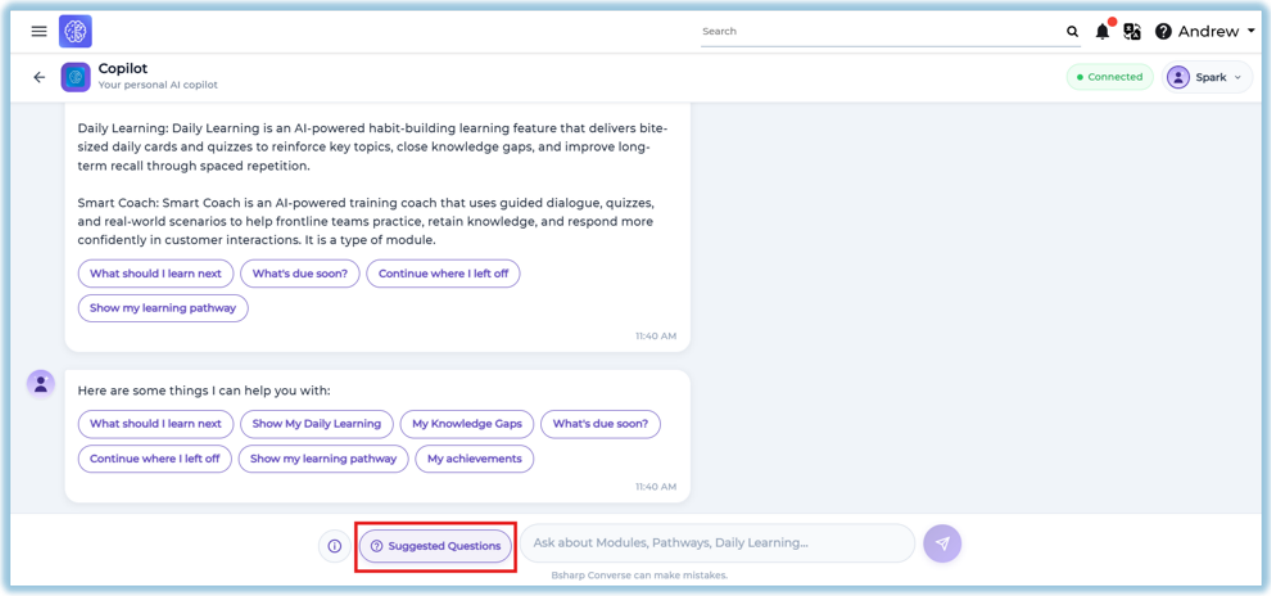
- Content / Modules
- Learning Pathway
- Mentoring
- Daily Learning
- Smart Coach




## Suggested Questions

Learners can select predefined questions such as:

- What should I learn next?
- Show My Daily Learning
- My Knowledge Gaps
- What's due soon?
- Continue where I left off
- Show my learning pathway
- My achievements

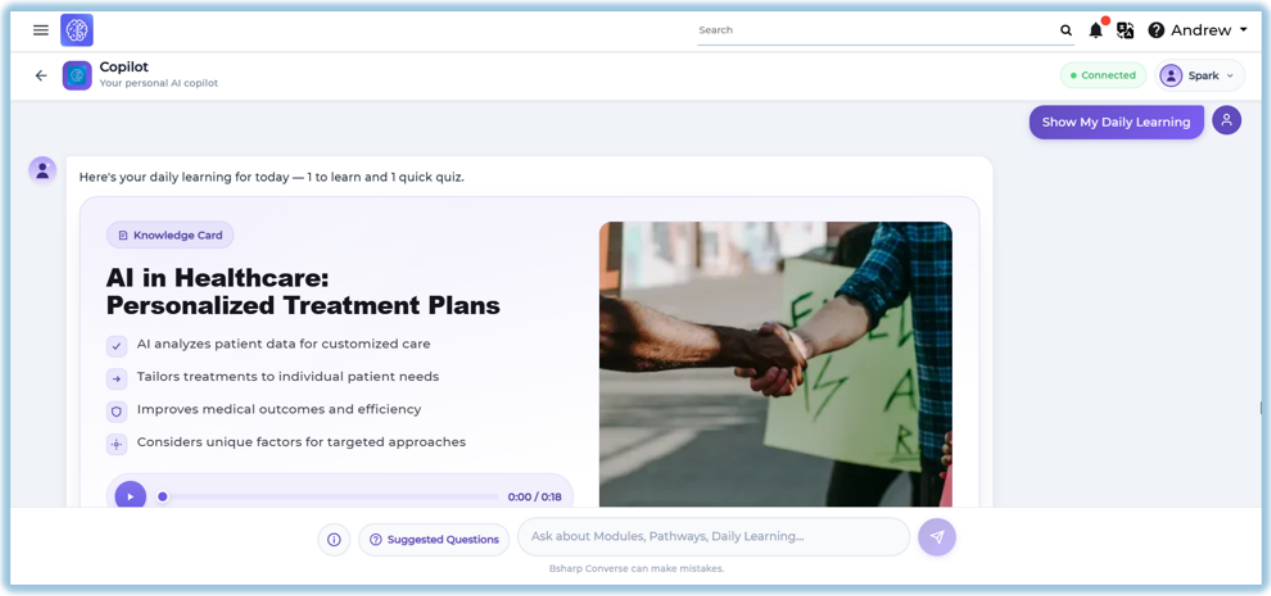



Selecting a question automatically generates the relevant response.

## Daily Learning

Displays the learner's daily learning content, including:

- Knowledge Card
- Learning summary
- Audio-supported learning (if available)
- Quiz (when applicable)




## Knowledge Gaps

Shows recommended learning topics based on areas where additional learning is required.

## Learning Pathway

Displays the learner's assigned learning pathways and recommends the next learning activity.

### Continue Learning

Allows learners to resume previously started modules or activities.

### My Achievements

Displays the learner's overall learning summary, including:

- Modules Completed
- Modules In Progress
- Pathways Completed
- Pathways In Progress
- Daily Learning Completed
- Coaching Completed
- Coaching Pending

Also displays a detailed learning snapshot.

# 6. Reporting

Learning Copilot does not provide a dedicated report.

Learner activities performed through Learning Copilot are reflected in their respective learning features, such as Modules, Daily Learning, Learning Pathways, and other applicable reports.

# 7. Best Practices

- Use Suggested Questions for quick navigation.
- Ask clear and specific learning-related questions.
- Complete Daily Learning regularly.
- Review Knowledge Gaps to improve learning.
- Use Continue Learning to resume unfinished activities.
- Monitor Achievements to track overall learning progress.

# 8. Troubleshooting & FAQs

**Why am I not able to access Learning Copilot?**

Ensure Learning Copilot is available through the Daily Learning widget or the configured Custom Widget.

**Why are Suggested Questions not displayed?**

Suggested Questions are available only when configured for Learning Copilot.

**Why is Daily Learning not available?**

Daily Learning is available only when learning content has been assigned.

**Can I type my own questions?**

Yes. Learners can enter their own learning-related questions in the input box.

Why do I see different recommendations than other learners?

Recommendations are personalized based on the learner's assigned content and learning activity.

# 9. Related Links

- Daily Learning
- Content (Modules)
- Learning Pathway
- Smart Coach

# 10. Version Notes

Last Updated: 06 Aug 2026

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