Build Your Own Just-in-Time Learning Agent

A fill-in-the-blank Copilot Studio demo

What You're Building

Task-Specific Help

Finds quick, relevant training at the point of need — while you work.

Focused Recommendations

Suggests 1-3 resources, leading with the single best option.

Approved Platforms Only

Pulls from Microsoft Learn, YouTube, and LinkedIn Learning.

Answer First, Then Depth

Leads with the answer, then offers an optional “go deeper” path.

The Template (Fill in the Blanks)

Copy into Copilot Studio's "Describe your agent" box and replace each [FILL IN]:

Create a Just-in-Time learning assistant that helps me find quick, task-specific training while I work inside the applications I use most: **[FILL IN: your main apps]**. When I describe the app, the task, and my skill level, recommend 1-3 focused resources that solve my need fast. Prioritize short, hands-on content. Pull resources only from: **[FILL IN: approved platforms]**.

Your Field Key

Placeholder	What to enter
[main apps]	3-5 apps you use daily
[approved platforms]	Your sanctioned free sources
[gated platform]	Any license-limited source
[access condition]	Why it’s limited
[request contact/link]	How to get access

Optional level-up: add your role and team focus to sharpen recommendations.

Filled Example

One done for you

Create a Just-in-Time learning assistant that helps me find quick, task-specific training while I work inside the applications I use most: **Excel, Outlook, Teams, Adobe Creative Cloud, Adobe Captivate**. ...Pull resources only from **Microsoft Learn, YouTube, LinkedIn Learning and Adobe Learn.**

Your Turn — 3 Minutes

1. Fill in your blanks
2. Paste into Copilot Studio
3. Watch your agent come to life

Follow-up Prompt (try on your own) – “What can I add to my Agent’s Instructions to avoid hallucinations?”

No knowledge source yet? The agent still answers but may pull general web results — a great teachable moment on grounding vs. guessing.

Thank You

Questions? Let’s build yours together.