

Personal Agents in nebulaONE®



Personal Agents in nebulaONE® are customizable AI assistants you can quickly create to help with your personal tasks and workflows. You control the agent's instructions and knowledge sources, making it a powerful tool for streamlining work and sparking creativity.

Cloudforce is here to help you create value with Personal Agents while maintaining privacy and security.

Best Practices

START SIMPLE

Begin with a focused use case and expand as you gain confidence.

USE KNOWLEDGE SOURCES

Upload only relevant, non-sensitive documents or links.

ITERATE FREQUENTLY

Make small, regular improvements by testing, evaluating, and updating your agent in short cycles.

USE AS A SANDBOX

Test ideas before sharing and scaling as system-wide agents.

ENSURE PRIVACY & COMPLIANCE

Ensure content complies with your organization's privacy policies.

PROMOTE RESPONSIBLE USE

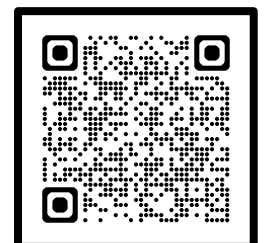
Follow all AI ethical and integrity guidelines.

Use Case Considerations

- What could you have an intern do?
- What are the daily tasks or activities you find repetitive or time-consuming?
- What type of information do you frequently need to access or organize?
- Are there specific decisions or processes where you'd like additional insights or recommendations?

NEXT STEPS

- **Try It Out:** Create your first Personal Agent using the Quick Create feature
- **Join a Workshop:** Request or attend a hands-on session to build skills (Recommended: AI Agent Building Workshop)
- **Maximize Use:** Share Personal Agent success stories and brainstorm effective use cases among your peers
- **Review Policies:** Make sure you understand your organization's data privacy and sharing rules
- **Seek Support:** Visit the [nebulaONE® help center](#)



Use Case Story: Orgo Agent

Creating a Student Course Tutor in Organic Chemistry

From Obstacle to Opportunity

This intelligent Personal Agent integrates **molecular diagrams from PubChem**, authoritative **textbook resources**, **syllabus** information, personal **learning styles**, and students' **handwritten notes** for personalized support. By offering diverse learning materials like **interactive videos** and step-by-step tutorials, it **adapts to individual learning preferences**. This ensures students receive tailored guidance while faculty experience enhanced support and can **concentrate on advanced discussions**. Institutions benefit from a **scalable academic support** system that improves retention and performance in essential courses, transforming the **Organic Chemistry** learning experience for all.

Q: Help me learn about functional groups



Orgo Agent

Let's explore some common functional groups in organic chemistry and their structures:

Alcohol

- **Structure:** Contains an -OH (hydroxyl) group attached to a carbon atom.
- **Example:** Ethanol ($\text{CH}_3\text{CH}_2\text{OH}$)

Aldehyde

- **Structure:** Contains a carbonyl group ($\text{C}=\text{O}$) bonded to a hydrogen atom and an R group.
- **Example:** Formaldehyde (HCHO)

Sourced from Textbook

Q: Provide additional resources about functional groups



Orgo Agent

Here is a video from Khan Academy that covers functional groups in organic chemistry. You can watch it directly to learn more about this topic:

Functional Groups in Organic Chemistry

Sourced from Khan Academy

Student Impact

- Personalized learning
- 24/7 support
- Resource curation
- Immediate feedback without judgement
- Confidence building

Faculty Impact

- Automated feedback on practice and FAQs lighten load
- Higher-order discussions during class

Institutional Impact

- Equitable support
- Improved course outcomes
- Scalable academic assistance
- Ethical AI messaging to empower students

Q: Present an example of each structure

Alcohol:



Aldehyde:



Sourced from Pubchem

Personalize Needs

Agents can ask about syllabus content, timeline, goals, prior knowledge, learning styles, and content types to present alternative learning options.

Actionable Guidance

The Orgo Agent can present an interactive learning experience using reputable knowledge sources, course-specific content, contextual language to the student, and the style, tone, and structure that the student desires.

Better with Time

Because they have taken the time to customize their agent, the student can now utilize it throughout the year, including inputting handwritten course notes to build personalized study guides, quizzes, and practice questions.

Use Case Story: Faculty Course Agent

Creating a Digital Teaching Assistant for Faculty

Elevate Academic Support

By assisting with routine tasks and **streamlining content creation**, this agent **enhances student engagement** and allows educators to concentrate on **innovative teaching strategies** and **personalized student interactions**. By reallocating time to focus on high-value teaching, research, and mentorship activities, the agent becomes a **trusted, up-to-date assistant**, continuously supporting the evolving needs of educators in a dynamic academic environment.

Q: Create a study guide for Unit 3 using the Socratic method.

Introduction to Stereochemistry

- **Question:** What is stereochemistry, and why is it important in organic chemistry?
 - **Discussion:** Stereochemistry refers to the study of the spatial arrangement of atoms in molecules and its impact on their chemical behavior. It is crucial because the arrangement can affect the properties and reactions of molecules.

Types of Isomers

- **Question:** What are the different types of isomers, and how do they differ from each other?
 - **Discussion:** There are structural isomers and stereoisomers. Structural isomers have different connectivity of atoms, while stereoisomers have the same connectivity but differ in spatial arrangement.

Sourced from Course Content and Syllabus

Q: Summarize the provided student discussion board comments, flag common misconceptions, and ID students who need more assistance.

Strategies Used:

- **3D Visualization:** Alex Martinez and others emphasized the importance of drawing 3D wedge-dash structures to aid in determining R/S configurations.
- **Priority Numbering:** Samantha Lee found writing priority numbers next to atoms helpful, especially when dealing with similar atomic numbers.

Sourced from Discussion Forums

Students Needing More Assistance:

- **Rashid Patel:** Consistently mentions confusion with sequence rules and ties, suggesting a need for additional practice or alternative explanations ¹.
- **Emily Johnson:** Frequently mentions difficulties with inversion and instrument calibration, indicating she might benefit from more hands-on practice or support ³.

Faculty Impact

- Reduced administrative burden
- Improved feedback quality
- More time for teaching

Student Impact

- Faster, consistent feedback
- Tailored study resources
- Equitable support

Institutional Impact

- Equitable support
- Improved course outcomes
- Scalable academic assistance
- Ethical AI messaging to empower students

Q: Draft a rubric for the completed study guide based on my course policies.

Faculty Course Agent

Here is the rubric displayed in a table format:

Criteria	Excellent (27-30 points)	Good (21-26 points)
Understanding of Concepts	Demonstrates a thorough understanding of organic chemistry concepts, including stereochemistry, molecular structure, and bonding. Provides clear explanations and accurate application of concepts.	Shows a good understanding of concepts with minor inaccuracies. Explanations are mostly clear and relevant.
Application and Analysis	Skillfully applies knowledge to analyze problems, demonstrating critical thinking and problem-solving abilities.	Applies knowledge effectively with some room for improvement in

Sourced from Syllabus

Personalize Needs

Faculty can specify grading criteria, preferred feedback tone, and content sources, and the agent can even be used to evaluate student submissions to ensure compliance and academic integrity.

Actionable Guidance

The agent produces draft feedback, quiz items, and summaries, all based on current course materials and faculty-provided instructions.

Better with Time

Because they have taken the time to customize their agent, the student can now utilize it throughout the year, including inputting handwritten course notes to build personalized study guides, quizzes, and practice questions.

Use Case Story: Career Services Agent

Creating a Personal Agent for Career Advising and Support

Empowering Intelligent Career Support

This agent acts as an intelligent assistant, leveraging its ability to make sense of available **job postings**, **employer information**, and **student advising records**. By formulating insightful content, the agent empowers staff to deliver more efficient and personalized guidance to **students**, **staff**, **faculty**, and **leadership**. With the capability to be updated with new **job boards**, **resources**, or **communication templates**, the agent remains adaptable to dynamic **workforce trends** and evolving **student needs**.

Q: Summarize how students can best prepare for finding summer internships as a CS student.

Preparing for summer internships as a Computer Science (CS) student involves strategic planning and proactive steps. Here's a comprehensive guide to help you maximize your chances of securing an internship:

1. Self-Assessment and Goal Setting

- **Identify Interests:** Determine specific areas within CS that interest you, such as AI/ML, cybersecurity, software development, etc.
- **Set Goals:** Define what you hope to achieve from the internship (skills development, networking, industry exposure).

2. Research and Networking

- **Explore Opportunities:** Use job boards, company websites, and career services to find internship postings.
- **Attend Career Fairs:** Participate in campus and virtual career fairs to connect with potential employers.
- **Leverage LinkedIn:** Build a professional profile and connect with industry professionals and alumni.

Sourced from Student Services Resource

Q: Analyze what language is needed to appeal to applicants for the following job <Paste link to job description>

Personal Attributes:

- Enjoy working in a dynamic team environment.
- Self-starter with good time management skills.
- Ability to analyze and solve complex technical problems.
- Demonstrate expertise through a consultative and collaborative approach.

Sourced from Resume and Job Description URL

Staff Impact

- Streamlined communications
- Reduced repetitive work
- More time for high-impact advising

Student Impact

- Faster, consistent feedback
- Tailored study resources
- Equitable support

Institutional Impact

- Scalable & ethical support
- Improved career outcomes
- Secure, compliant handling of data

Q: Provide a list of skills/knowledge an applicant should have when applying to company X (e.g., Cloudforce)

Top 10 Keywords for a Graduating CS Student

Cloudforce:

1. Microsoft Azure
2. Cloud Architecture
3. AI Integration
4. Data Security
5. Compliance Standards
6. Infrastructure as Code (IaC)
7. Scalability
8. Problem Solving
9. Customer-Centric Solutions
10. Technical Support

Sourced from Internet Research

Personalize Needs

Staff can tailor the agent to focus on specific populations (e.g., first-generation students, graduate students), industries, or career pathways by updating instructions and adding relevant resource links.

Actionable Guidance

The agent drafts personalized emails, checklists, and event reminders, and can summarize job market trends or employer feedback—saving staff time and enhancing the quality of student interactions.

Better with Time

Agents do not adapt or learn automatically. Staff can iteratively refine instructions—such as updating employer lists, changing email templates, or adding new FAQs—whenever needed. This helps ensure ongoing relevance and compliance with institutional policies.

Use Case Story: Leadership Agent

Creating a Personal Executive Assistant for Academic Leaders

Advancing Academic Leadership

This intelligent agent **centralizes access** to **institutional data**, **policy documents**, and **real-time analytics**, allowing leaders to make **informed decisions**, **communicate effectively**, and **respond quickly** to emerging challenges. By surfacing **actionable insights**, the agent empowers leadership to **drive strategic initiatives**, **foster transparency**, and support **campus-wide innovation**. The agent can be quickly **updated** with new data sources or priorities, reflecting the **evolving needs** of academic leadership.

Q: Summarize recent faculty research highlights for my upcoming board presentation.

Faculty Research Highlights - Executive Summary

1. Research Funding and Grants:

- **Total Research Funding:** \$12.5M, reflecting an 18% increase year-over-year.
- **New Grants Awarded:** 47 total
 - **Federal Grants:** 15, including a significant \$2.8M NIH grant awarded to Dr. Chen for groundbreaking cancer research.
 - **Foundation/Industry Grants:** 32, highlighting strong partnerships with industry leaders.

2. High-Impact Publications:

- **Total Publications:** 89 in Q1 journals, demonstrating our faculty's commitment to advancing knowledge in their fields.
- **Top Contributors:**
 - Dr. Smith (Biology) with 5 publications on climate change impacts.

Sourced from Institutional Data

Q: Draft a campus-wide announcement about new AI initiatives, referencing policy guidelines.

Policy Guidelines: These initiatives will be governed by the following policy frameworks:

1. **Academic Policy 3.14 - AI in Education (Updated March 2024):** Ensures the ethical integration of AI technologies in academic settings, prioritizing academic integrity and student privacy.
2. **IT Policy 7.2 - Acceptable Use:** Outlines the responsible use of AI tools and data, safeguarding institutional data and maintaining compliance with privacy regulations.
3. **Faculty Senate Resolution 2024-03:** Addresses faculty concerns regarding AI's impact on teaching practices and

Sourced from Policy Docs & Previous Announcements

Strategic Impact

- Faster, data-driven decisions
- Improved communication
- Greater agility

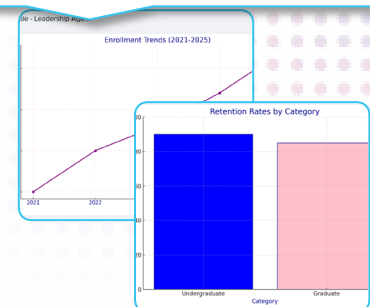
Institutional Impact

- Enhanced transparency
- Scalable executive support
- Ethical and secure data handling

Stakeholder Impact

- Better alignment between leadership, faculty, and staff
- More responsive governance

Q: Provide dashboard elements of key institutional metrics (enrollment, retention, financial aid status).



Sourced from Dashboard Data

Personalize Needs

Leaders can tailor the agent to focus on specific priorities (e.g., accreditation, diversity, compliance, or strategic growth) by updating its instructions at any time.

Actionable Guidance

The agent presents concise, contextualized information and draft communications, saving time and supporting high-impact decision-making.

Better with Time

Agents never adapt or "learn" on their own but can be iteratively refined by leadership or their delegates as institutional needs change — ensuring full control and up-to-date relevance.