

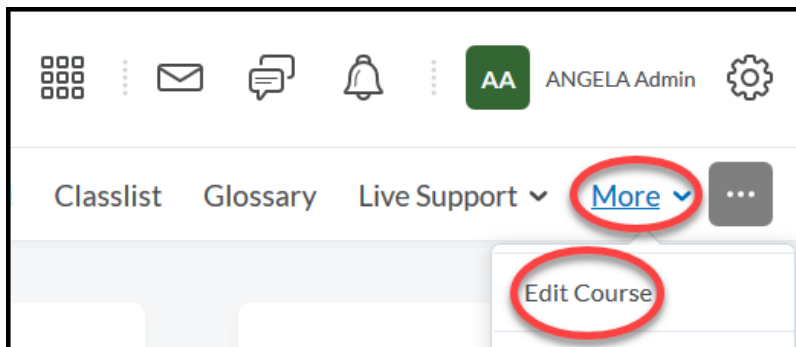
Intelligent Agents

Intelligent Agents monitors a course to find activity that matches criteria you set and then sends an email to the user (student). You can run multiple Agents at any one time. The criteria that the agents can search for are:

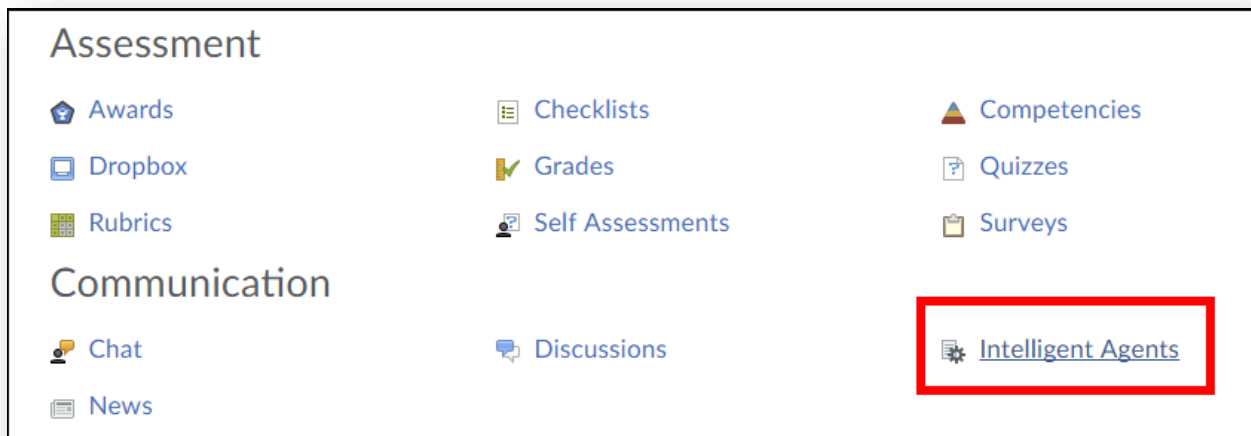
- login activity (refers to logging into D2L)
- course activity (refers to login to a specific course)
- release conditions in D2L (refers to a criteria based on a tool)

This manual provides directions on how to **set an Agent to notify any student who has not logged into a course** over a specified period of time. Set an Agent to run during the first 2 weeks of the course, so you would know which students have yet to log into your course by either the first or second week of class.

1. Access the Intelligent Agent tool by selecting **More** on your course navbar, then **Edit Course**.

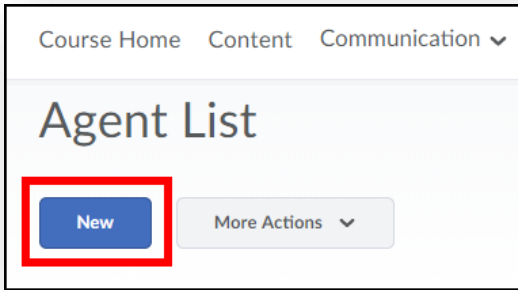


2. Click on **Intelligent Agents** from the list of options.



3. Click the **New** button.





4. Type in an Agent Name and Description. The description will help you manage your Agent list later on. For example: **Agent Name:** *Login* with **Description:** *Alert me when a student has not accessed the course for 1 week.*

Click the *Status* checkbox so **Agent is enabled**.

A screenshot of a "New Agent" form. The form has a light blue background. At the top, the title "New Agent" is displayed. Below the title, there are three main sections, each with a red border: 1. "Agent Name: *" section with a text input field containing "Login". 2. "Description:" section with a text area containing "Alert me when a student has not accessed my course for 1 week." Above this section is a blue link "Edit Description" with a dropdown arrow. 3. "Status:" section with a checked checkbox and the text "Agent is enabled". Below the "Agent Name" section is a "Category:" section with a dropdown menu showing "No Category" and a blue link "[Add Category]".

5. Under *Course Activity*, select the checkbox for **Take action when the following course activity criteria are satisfied** and click the radio button for **User has not accessed course for at least ____ days** (type in how many days you would like, I chose 7 in this example).

1. Criteria

Role in Classlist

All users visible in the Classlist
 Users with specific roles:

Login Activity

Take action when the following login activity is satisfied:

User has not logged in during the last day(s)
 User has logged in during the last day(s)

Course Activity

Take action when the following course activity is satisfied:

User has not accessed the course in the last day(s)
 User has accessed the course during the last day(s)

6a. Under *Agent Action*, select the radio button for **Take action only the first time the agent's criteria are satisfied for a user** (you could also choose the second option for each time, but for this example I am only looking for those who have not logged in during the first week of class).

2. Actions

Repetition

Take action only the first time the agent's criteria are satisfied for a user

Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

[Which Action Repetition setting should I use?](#)

6b. Click the check box to send an email.

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: helpdesk@brazosport.edu

Reply-To address for responses: helpdesk@brazosport.edu

[How can I change the default From and Reply settings?](#)



7. In the **To:** header type the following exactly as indicated here, including the: **{InitiatingUser}**
This will send an email to all students who have not accessed your course for 7 days.

8. In the **CC:** header, type in your D2L *username@online.brazosport.edu* (example: jsmith@online.brazosport.edu). If you would like these notifications sent to an outside email address, go to **Email** in the course navbar, click on the drop-down menu for your name located at the top right-corner of the page. Select **Account Settings**, click the **Email** tab and scroll down to "**Forwarding Options**", type in a correct email address and click **Save and Close**.

9. Type in an Email Subject header, such as Attendance **Report for ENGL101**.

10. Type your message. If you want to have the user first and last name included in the message you must enter the following exactly as indicated here, separated by a single space and including the braces:

{InitiatingUserFirstName} {InitiatingUserLastName}

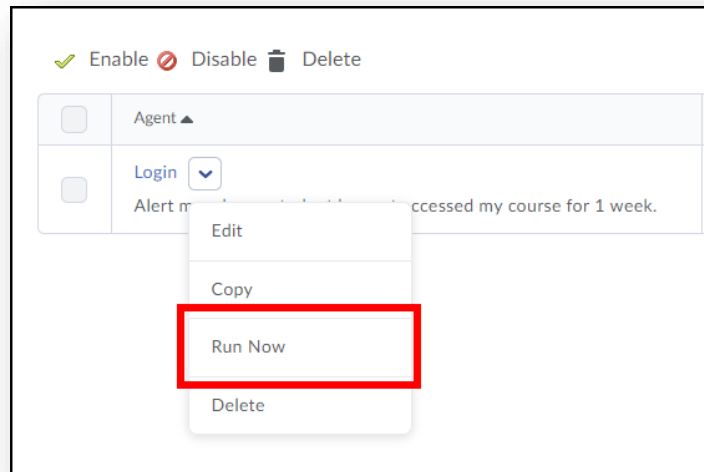
For example: Hello {InitiatingUserFirstName} {InitiatingUserLastName}, *rest of message goes here*.

Click the **Save and Close** button when done.

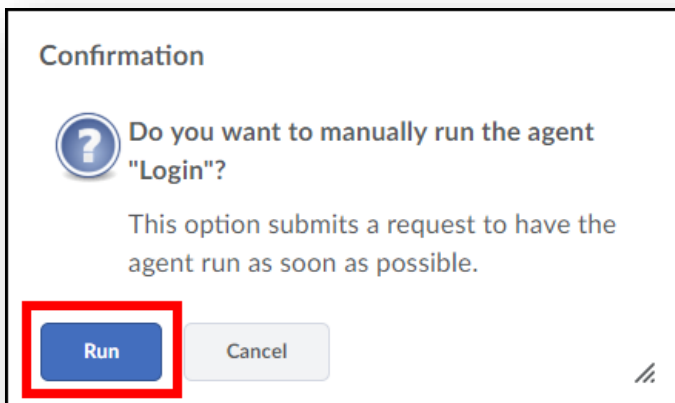
Save and Close



11. By the end of your first week of class OR 2 weeks if that was your criteria, return to Edit Course, click on the drop-down menu of the Intelligent Agent you created and select **Run Now**.



12. Click the **Run** button.



13. Click the **Done** button. After the Agent runs, you will receive a confirmation email from helpdesk@brazosport.edu in either D2L email or your email client entered in your Email's Forwarding Options.



Course Home Content Communication ▾ Assessments ▾ Classlist Glossary Live Support ▾ Edit Course 12/12/2017

Manually Run Agent Confirmation

A request to run agent "Login" at Tuesday, December 12, 2017 10:27 AM CST has been submitted.

An email will be sent to the account bbrown@brazosport.brightspace.com when your request has been completed. You can then check the results of the manual run from the Agent List page.

Note: Processing time varies based on server load and the priority of other scheduled agents.

Done

14. In the confirmation email you will see **Action Taken:** is **Yes** or **No**.

A **Yes** indicates there were students that met your criteria and an email has been sent to them and CC'd to you. A **No** means no student met your criteria at the time the Agent was run.

Message

The following agent has finished running:

Org Unit: DEV1-GrantDev-bbrowne - DEV1-GrantDev-bbrowne
Agent: Login
Request Submitted: Wednesday, August 08, 2012, 9:11:38 AM
Agent Completed: Wednesday, August 08, 2012, 9:11:39 AM

Action Taken: Yes

15. Don't forget to take a look at the emails you had CC'd to you from the Agent. These will show you which student has yet to log in.

