



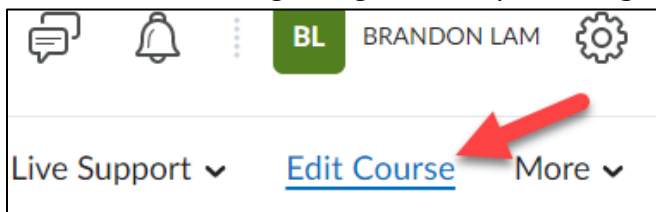
Working with Intelligent Agent Tool

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:

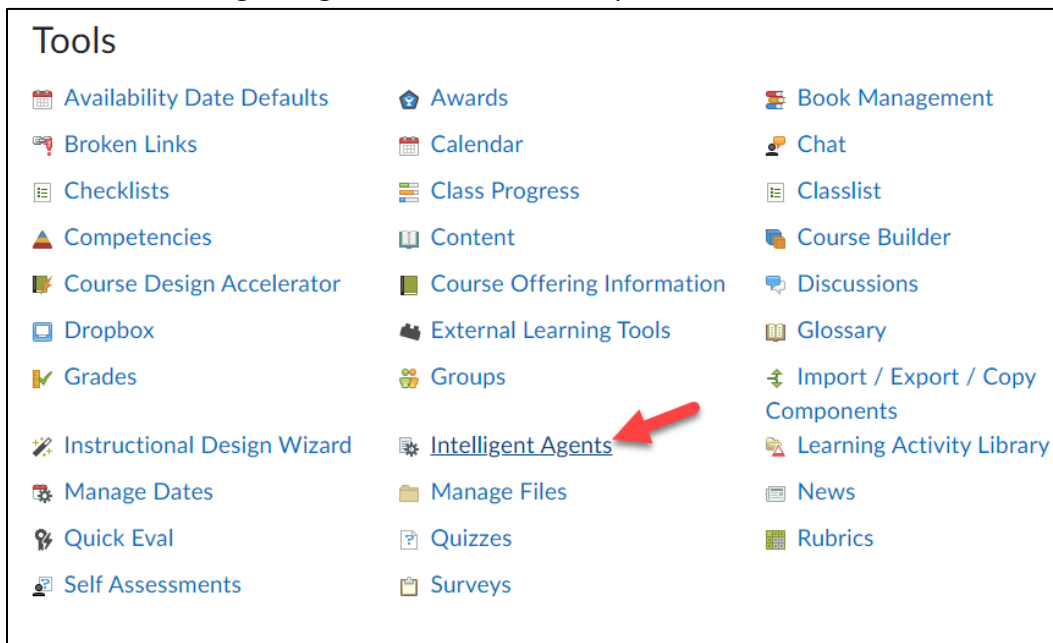
- login activity (refers to logging into D2L)
- course activity (refers to login to a specific course)
- release conditions in D2L (refers to a criteria based on a tool)

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.

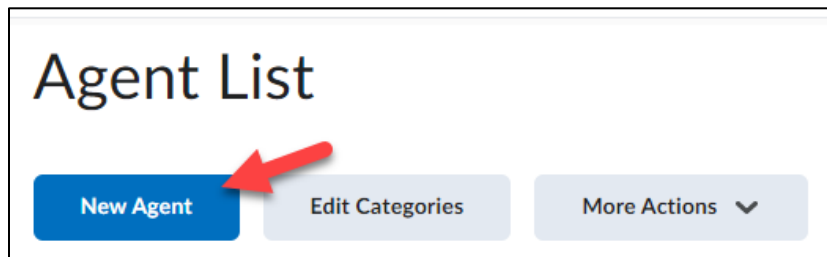
1. Access the Intelligent Agent tool by selecting Edit Course.



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

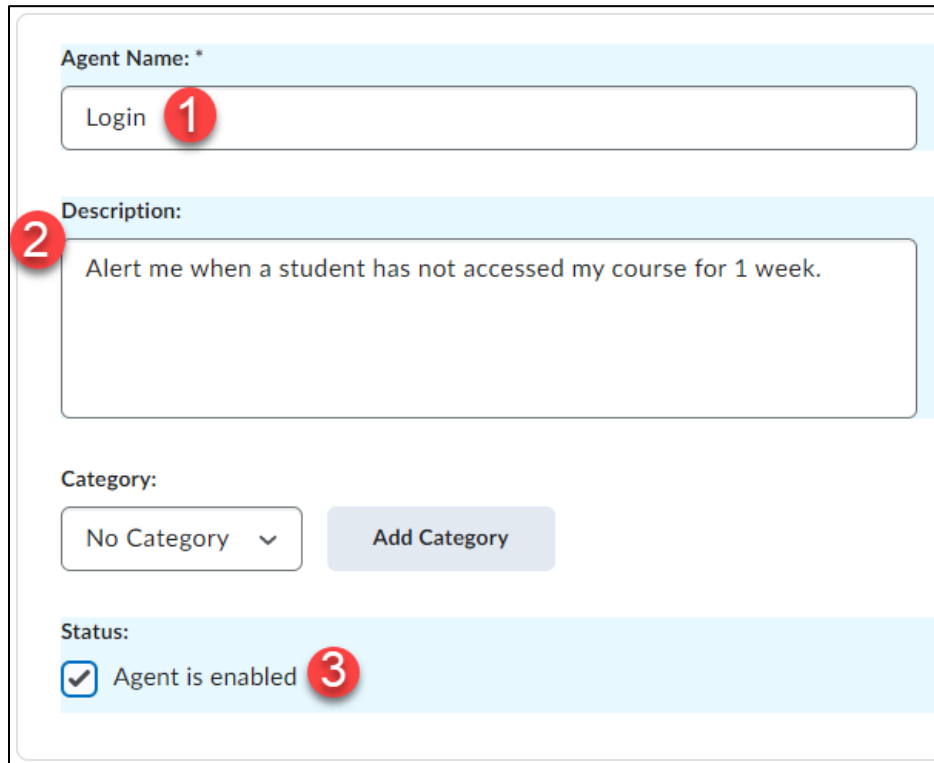


3. Click the New Agent button.



4. Type in an Agent Name (1) and Description (2). 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.

Check the Status checkbox so Agent is enabled (3).

A screenshot of the 'New Agent' form. The form is divided into several sections. The first section is 'Agent Name: *' with a text input field containing 'Login' and a red circle with the number '1' next to it. The second section is 'Description:' with a text area containing 'Alert me when a student has not accessed my course for 1 week.' and a red circle with the number '2' next to it. The third section is 'Category:' with a dropdown menu showing 'No Category' and a red circle with the number '3' next to it, and an 'Add Category' button. The fourth section is 'Status:' with a checked checkbox and the text 'Agent is enabled' and a red circle with the number '3' next to it.

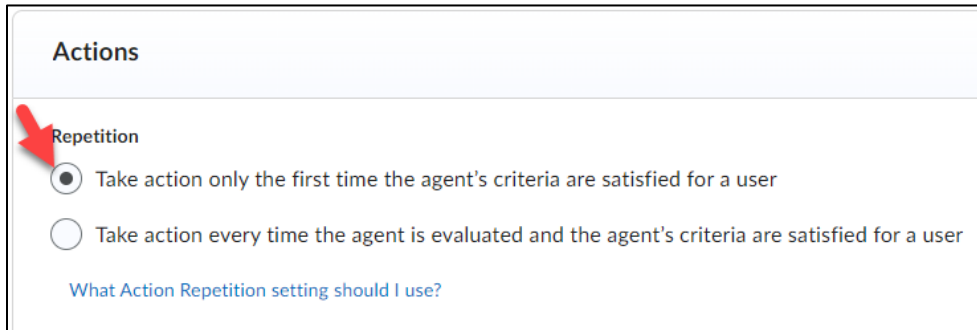
5. Under *Role in Classlist*, **select** User with specific roles (1) and select Student (2). Under *Take Action on Activity*, **select** the checkbox for Course Activity (3) and **click** the radio button for User has not accessed course for at least ____ days [*type in how many days you would like, I chose 7 in this example*] (4).

NOTE: If you need to attach a release condition to an agent skip 3 & 4 for step 5 from above and instead, click **Create** under the Release Conditions section and select the condition(s) for the agent.

The screenshot shows a 'Criteria' configuration window. It is divided into two main sections: 'Role in Classlist *' and 'Take Action on Activity'. Below these are 'Release Conditions' and two buttons: 'Create' and 'Browse'.

- Role in Classlist *:** Contains radio buttons for 'All users visible in the Classlist' and 'Users with specific roles:'. The 'Users with specific roles:' option is selected and marked with a red circle containing the number 1. Below it are checkboxes for 'OrgAdmin', 'Student', 'Instructor', 'Instructor', 'Tutor', and 'ZStudent'. The 'Student' checkbox is checked and marked with a red circle containing the number 2.
- Take Action on Activity:** Contains radio buttons for 'Login Activity', 'User has not logged in during the last [] day(s)', and 'User has logged in during the last [] day(s)'. Below these is a checked checkbox for 'Course Activity' marked with a red circle containing the number 3. Underneath are two radio buttons: 'User has not accessed the course in the last [7] day(s)' (selected, marked with a red circle containing the number 4) and 'User has accessed the course during the last [] day(s)'.
- Release Conditions:** Located at the bottom of the window, with 'Create' and 'Browse' buttons.

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).



Actions

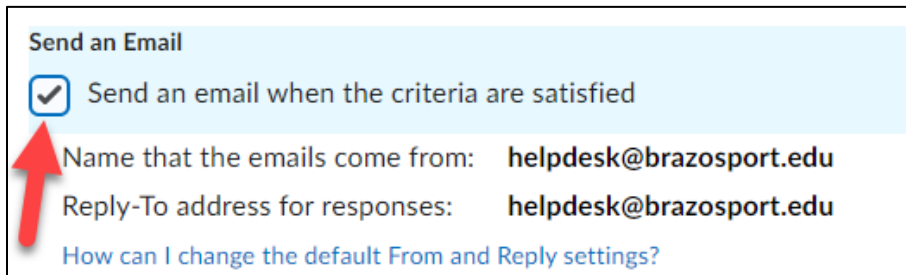
Repetition

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

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

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



Send an Email

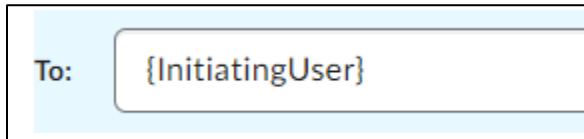
Send an email when the criteria are satisfied

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

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

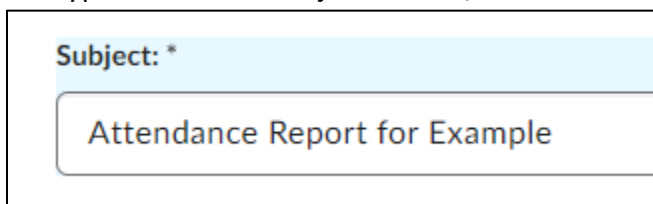
[How can I change the default From and Reply settings?](#)

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.



To: {InitiatingUser}

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



Subject: *

Attendance Report for Example

9. 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.

What replace strings can I use in the subject and message?

Message:

Paragraph **B** *I* U ~~A~~ | | | | | | | | | | | Calibri,sans-... |

Hello {InitiatingUserFirstName} {InitiatingUserLastName},

The course started on August 28th and I have noticed you have yet to login. Please login as soon as possible.

Save and Close Save Cancel

10. The new intelligent agent will appear in the Agent List.

Agent List

New Agent Edit Categories More Actions

Enable Disable Delete Bulk Edit

<input type="checkbox"/>	Agent	Results of Last
<input type="checkbox"/>	Login Alert me when a student has not accessed my course for 1 week	

11. Once an Intelligent Agent has ran, you can see a list of all the student who received an email for the agent (because they met the criteria for it) by **clicking** the ... users identified link in the *Results of Last Run* column.

The screenshot shows the 'Agent List' interface. At the top right is a 'Settings' gear icon. Below it are buttons for 'New Agent', 'Edit Categories', and 'More Actions'. A 'View:' dropdown is set to 'All agents' with an 'Apply' button. Below these are icons for 'Enable', 'Disable', 'Delete', and 'Bulk Edit'. The main table has the following structure:

Agent	Results of Last Run	Last Run Date	Next Run Date
<input type="checkbox"/> Agent ▲ Login ▼ Alert me when a student has not accessed my course for 1 week	1 users identified ←	yesterday at 3:27 PM	-

12. You can create a "reply-to" email address so that students can reply to any email sent by an Intelligent Agent. To do so, from the Intelligent Agent **click** Settings (1), **select** Set custom values for this course (2), **enter** an email address in the Reply-To address for responses field (3), you can **enter** you name in the Name that emails come from field [*this will include your name in the email address that appears for the emails sent to your students*] (4), and **click** Save (5).

The screenshot shows the 'Intelligent Agents Settings' dialog box. It has two radio button options: 'Use the system defaults' and 'Set custom values for this course'. The 'Set custom values for this course' option is selected. Below it are two input fields: 'Name that emails come from' with the value 'Brandon Lam' and 'Reply-To address for responses' with the value 'brandon.lam@brazosport.edu'. Below these fields is the text: 'These settings will affect all future emails sent by an agent.' At the bottom, there is a 'Save' button and a 'Cancel' button.