

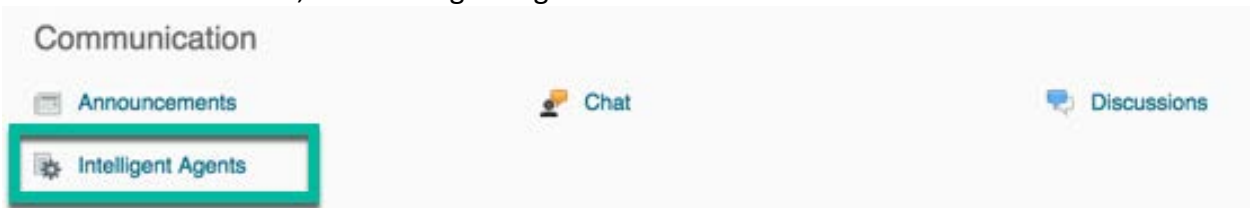
# Intelligent Agents in D2L

The Intelligent Agents function in D2L allows you to set up pre-determined times and circumstances to send pre-written emails to your students. For example, you can send your students an email when they haven't logged in to the course for three days, when they receive an 80% or higher on the midterm, when they have received feedback on an essay, and more. They are an extremely useful function of D2L, and are ideal for cutting back on faculty workload while still maintaining a high level of faculty-student contact in large classes.

1. From your D2L course, go to Course Admin in the top right corner navigation.



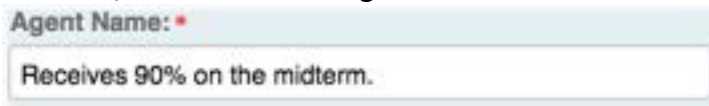
2. Under Communication, click Intelligent Agents.



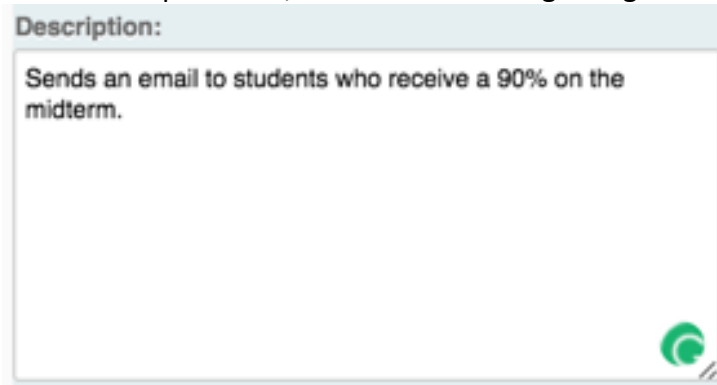
3. To create a new intelligent agent, click New.



4. Name your intelligent agent something that makes sense to you. For example, if you are making one to email students and congratulate them when they get 90% on the midterm, name it something that identifies that.



5. In the description box, describe the intelligent agent. This is only seen by you.



6. Skip the “Agent is enabled” box for now. We will come back and check this when it is finished.

Status:  
 Agent is enabled

7. There are three general options for intelligent agents. The first option is to set it to email when a student has or has not logged in to D2L for a certain number of days. **This option is not course specific.** It applies to a general D2L login, whether they enter your course or not. To do this, check the login activity box, then choose whether it should apply to them having logged in or not having logged in, and set the number of days.

Login Activity

Take action when the following login criteria are satisfied:

Login Activity

User has not logged in for at least  day(s)

User has logged in during the past  day(s)

8. The second option is to set it to email when a student has or has not accessed your course for a certain number of days. **This option is course specific.** It applies to your course specifically in D2L. To do this, check the course activity box, then choose whether it should apply to them having accessed or not having accessed the course, and set the number of days.

Course Activity

Take action when the following course activity criteria are satisfied:

Course Activity

User has not accessed course for at least  day(s)

User has accessed course during the past  day(s)

9. The third option is to set it to email when a student satisfies any other condition in the course. To access the options for this, click Create and Attach.

Release Conditions

There are no conditions attached to this item.

10. After clicking Create and Attach, you will be prompted to choose a condition type, and then to set the condition details. There are a lot of options to choose from, and each of them has its own settings, so if there is something you want to do but it is unclear how to do it based on the options to choose from, please feel free to contact Tiffani Reardon at [treardo2@kennesaw.edu](mailto:treardo2@kennesaw.edu) for help.
11. After you choose the condition type and set the details, click Create.

**Create a New Release Condition** [x]

Release this item when the following condition is met:

Condition Type  
Score on a quiz [v]

Condition Details

Quiz  
Midterm [v]

Criteria:  
≥ [v]

Grade  
90 %

**These settings will set it to email when a student gets 90% or higher on the midterm.**

**Create** Cancel

12. Next you will choose the repetition of the emails. You can set it to only email the first time the condition occurs or you can set it to email each time the agent is evaluated and the condition occurs for the student. See the next step for more information about the frequency with which the agent is evaluated.

**Agent Action**

**Action 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

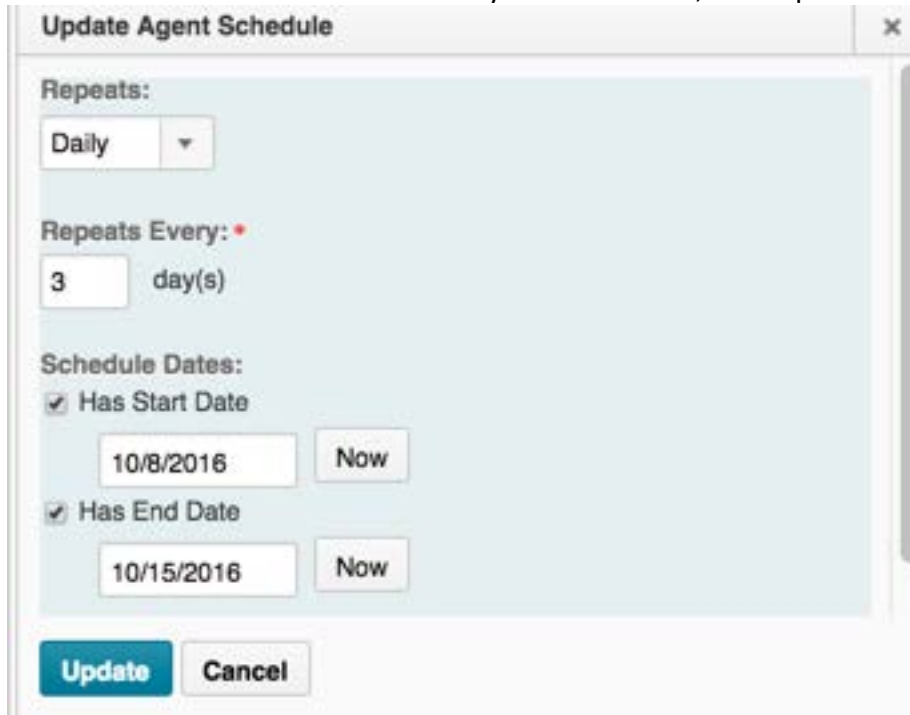
*Which Action Repetition setting should I use?*

13. The next step is to set the schedule for the intelligent agent. There are a couple of options here. If you check the box and set a schedule, the agent will run on that schedule and send the emails as set by the previous step. However, if you do not check it, you have to run the agent manually when you want it to run. To set a schedule, check the box and click Update Schedule.



Schedule:  
 Use Schedule  
No schedule defined  
Next Run Date: No schedule defined  
  
[What does an agent's Schedule determine?](#)

14. Set the schedule settings according to how often you want the agent to run, and set a start and end date as needed. When you are finished, click Update.



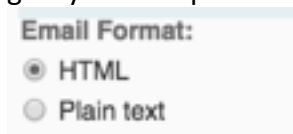
Update Agent Schedule

Repeats:  
Daily

Repeats Every: \*  
3 day(s)

Schedule Dates:  
 Has Start Date  
10/8/2016 Now  
 Has End Date  
10/15/2016 Now

15. You can choose whether to write the email in HTML or plain text next. Hint: HTML will give you the option to change font sizes, colors, etc. and plain text will not.



Email Format:  
 HTML  
 Plain text

16. Next you will come to a traditional email form. In the To box, you will need a special code so that the email is only sent to specific students who initiate the intelligent agent. There are two codes to do this, and they are actually stored in the form for you so that you don't have to remember them. The link that says "What special email addresses can I use?" under the BCC box.



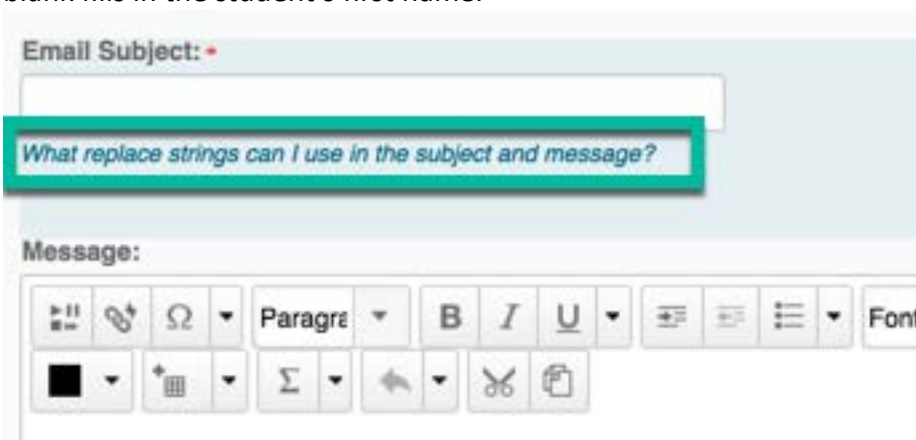
The screenshot shows an email composition form with three fields: To, Cc, and Bcc. Each field has a small blue icon to its right. Below the Bcc field, a link with the text "What special email addresses can I use?" is highlighted with a red rectangular box.

17. That will bring up a box with codes on it. The first one, {InitiatingUser}, will be what you want to put in the To box to have it email the student who initiates the intelligent agent.



The screenshot shows the To field of an email form. The text "{InitiatingUser}" is entered into the field. A small blue icon is visible to the right of the field.

18. Below the email subject line, you will see another link for replacement strings. Click that to see the codes you can use in the subject and email body to personalize the email. For example, you can have the email say "Hello {InitiatingUserFirstName}," where the blank fills in the student's first name.



The screenshot shows the "Email Subject:" field of an email form. Below the field, a link with the text "What replace strings can I use in the subject and message?" is highlighted with a red rectangular box. Below the link is a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

19. Fill in the subject and message boxes with the email subject and body.

Email Subject: ▾

Congratulations {InitiatingUserFirstName}!

[What replace strings can I use in the subject and message?](#)

Message:

Hello {InitiatingUserFirstName},

Congratulations on finishing your midterm exam with an A! Keep up the good work!

Sincerely,

Prof. Professor

20. When you are finished with your intelligent agent, scroll back up to the Status section and check the box to enable it. Then click Save and Close at the bottom.

Status:

Agent is enabled [Save and Close](#)

21. Continue these steps to create as many intelligent agents as you need.

22. If you did not set a schedule, you will need to manually run your agent. To do that, click the arrow next to your agent, then click Run Now.

Enable  Disable

Agent ▲

test ▼

- Run Now
- Edit Agent
- Delete

Created by Tiffani Reardon, October 2016