

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. To access the Intelligent Agent function, navigate to the course you want to use the function in. Then, find the "Course Admin" page.

Course Home Content Discussions Assignments Quizzes Other ▾ Classlist Grades **Course Admin**

2. Next, scroll down until you see the "Communication" section and select "Intelligent Agents."

Communication

 Announcements

 Chat

 Discussions

 **Intelligent Agents**

3. Select "New" to create a new Agent.

Agent List

New

More Actions ▾

4. Next, give your agent a descriptive name. You can click the drop-down arrow to add a description.

****Make sure the “Agent is enabled” box is unchecked. We will change this once the agent is complete.**

Agent Name: *

Congratulations!--80%+ on Midterm

▼ Edit Description

Description:

Sent to students that received an 80% or higher on their midterm test

Status:

Agent is enabled

5. Click the “Users with specific roles” setting and then “Student” to ensure the email is sent only to students.

1. Criteria

Role in Classlist

- All users **visible** in the Classlist
- Users with specific roles:
 - Instructor
 - Student
 - Student Auditor
 - Non-Grade Instructor
 - Visitor
 - Non-Edit Instructor
 - Special

6. There are three different options for creating an Intelligent Agent.
- a. The “Login Activity” feature allows you to send emails based on when users are or are not logging into D2L—this feature **is not** specific to your course but is related to general logins.
 - b. The “Course Activity” feature allows you to send emails based on when users are or are not logging into D2L—this feature **is** specific to your course.
 - c. For the purpose of this example, we will use the third option, “Release Conditions.” Select “Create and Attach” to use this function.

Login Activity

Take action when the following login criteria are satisfied:

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

User has logged in during the past day(s)

Course Activity

Take action when the following course activity criteria are satisfied:

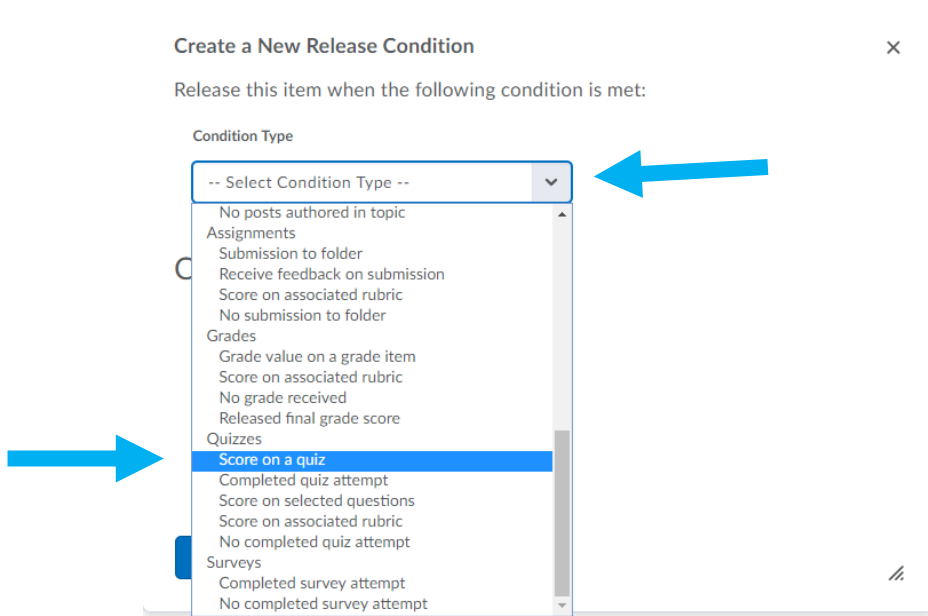
User has not accessed course for at least day(s)

User has accessed course during the past day(s)

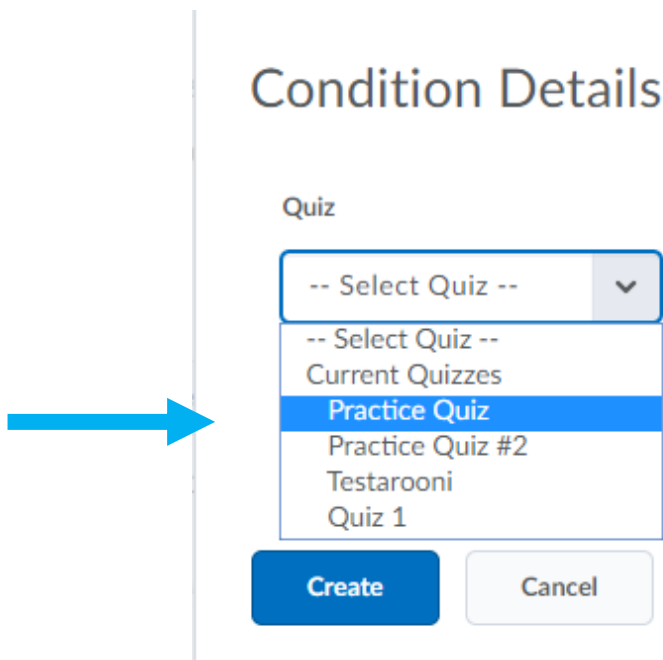
Release Conditions

There are no conditions attached to this item.

7. Click on “—Select Condition Type—” and scroll down to “Quizzes.” There, select “Score on a Quiz.”



8. Use the “Select Quiz” drop-down to select the quiz you want to congratulate students on. (For this example, we will use “Practice Quiz.”) After selecting your quiz, click the blue “Create” button.



9. You should now see “Criteria” and “Grade” options. Select “Criteria” and find the “<=” option to signify 80% is less than the student’s grade. Then, enter a grade in the “Grade” section. Finally, click the blue “Create” button.

Create a New Release Condition

Condition Details

Quiz

Practice Quiz

Criteria:

<=

<=

<

>=

>

=

Between

!=

Not Between

Create

Cancel

Create a New Release Condition

Condition Details

Quiz

Practice Quiz

Criteria:

<=

Grade

80 %

Create

Cancel

10. Now, scroll down to “Actions.” You can change the repetition of when the email is sent. The second option is ideal for quizzes that have more than one attempt. You also want to make sure the “Send an Email” box is checked.

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?](#)

Send an Email

- Send an email when the criteria are satisfied

11. Scroll down and add “{InitiatingUser}” to the “To:” line. This will send the email to the user that received the grade. Use the phrase “{InitiatingUserFirstName}” to address the user by their first name in the email. You can find other generated phrases by clicking the blue text.

The screenshot shows an email composition window. At the top, the 'To:' field contains the placeholder text '{InitiatingUser}'. A green arrow points to this field. Below it are empty 'Cc:' and 'Bcc:' fields. A blue arrow points to a link that says 'What special email addresses can I use?'. The 'Subject:' field contains the text 'Keep up the good work {InitiatingUserFirstName}!', with a green arrow pointing to the placeholder. Below the subject field is another blue arrow pointing to a link that says 'What replace strings can I use in the subject and message?'. The main message area is titled 'Message:' and contains a rich text editor toolbar with icons for video, link, undo, paragraph style (set to 'Paragraph'), bold, italic, underline, bulleted list, numbered list, and indent. The message body text is: 'Dear {InitiatingUserFirstName},', 'Congratulations on your recent Midterm grade! Keep up the good work!', and 'Professor X|'. A green arrow points to the placeholder in the salutation.

12. Use the “Scheduling” function so that the Intelligent Agent will scan the quiz results automatically. To set the schedule, click “Use Schedule” then “Update Schedule.”

3. Scheduling

Use Schedule

Schedule: Evaluated every 1 day(s) starting Tuesday, April 23, 2019 until Tuesday, April 30, 2019

Next Run Date: Tuesday, April 23, 2019

[What does an agent's Schedule determine?](#)

13. You can customize the settings on how often the Agent scans here. It is recommended that you use the “Repeat daily” function every day for however long your quiz is open.

Update Agent Schedule

Repeats:

Daily



Repeats Every: *

1 day(s)



Schedule Dates:

Has Start Date
4/23/2019

Has End Date
4/30/2019



14. You can now scroll back up and enable the Intelligent Agent. Click “Save and Close” to go back to your Intelligent Agents homepage.

Status:

Agent is enabled



15. The final step in the process is changing the “from” and “reply-to” addresses for the emails. This step is necessary so that students can respond to emails sent by the intelligent agents. To do this, find the blue “Settings” button on the Intelligent Agents homepage.



16. Next, select “Set custom values for this course” and enter your NetID. Then, add “@kennesaw.view.usg.edu” to create your D2L email. Click the blue “Save” button to save your changes.

Intelligent Agents Settings

Use the system defaults

Name that emails come from

Reply-To address for responses

donotreply@kennesaw.view.usg.edu

donotreply@donotreply.view.usg.edu

Set custom values for this course

Name that emails come from

Reply-To address for responses

netid@kennesaw.view.usg.edu

netid@kennesaw.view.usg.edu

These settings will affect all future emails sent by an agent.

The email address that agent emails come from cannot be set to your personal address.

Save

Cancel