

Black Hills State University Instructional Design

D2L - Intelligent Agent(s)

Set D2L to Send Emails Automatically

Note: Agent runs every day approximately around 8:66 p.m. MST

Why?:

- 1. Course Activity if students have not accessed a course for a certain period of time
- 2. Release Condition if students have met / not met the criteria set by a release condition
- 3. And a combination of the criteria above

'Replace Strings'

- {InitiatingUser} = The student's email address
- {OrgUnitName} = The name of the course
- {InitiatingUserFirstName} = The first name of the student
- {InitiatingUserLastName} = The last name of the student

Best Practices

- Update the Settings with your name and email address
 - So students will know that the email originated from you and your email account
- Add your email address to the 'CC' / 'BCC' for the agent to copy you so you know which student received an email to follow up

Features that interact with Intelligent Agents - Content / Discussions / Quizzes / Assignments **Create an Agent:**

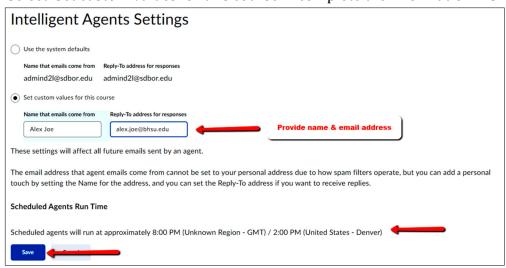
- Go to 'Assessments' > 'Class Progress' to go to the Class Progress page
- Click 'Use agents to automate feedback' to go to 'Agent List' page



Click 'Settings' to go to the 'Intelligent Agents Settings' page



Select 'Set custom values for this course' > complete the information > Click 'Save'







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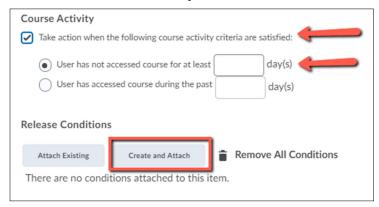
- Click 'New' on the 'Agent List' page to go to 'New Agent' page
- Enter the 'Agent Name'
- Select 'Agent is enabled'

1. Criteria

- Check 'Users with specific roles:' > Check 'Univ Student'
- Under 'Course Activity', check the box 'Take action when the following course activity criteria are satisfied'

Note: 'Login Activity' is logging into D2L in general / 'Course Activity' is specific course activity

- Complete the necessary information
- Click 'Create and Attach' if you wish to create condition for the agent

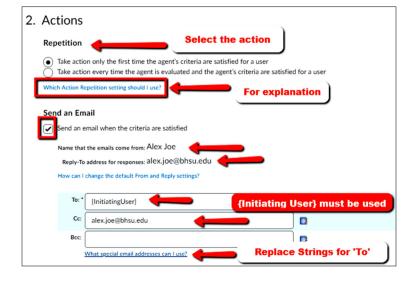


2. Actions

- Under 'Repetition' Check the appropriate box
- Under 'Send an Email' check the box 'Send an email when the criteria are satisfied'

 Note that the Name and Email information provided on the 'Settings' page is populated here

 Complete
- **To**: type {**Initiating User**} (Refer 'What **special email addresses** can I use?')
- **Cc**: type your email address (so you receive an email along with the student)



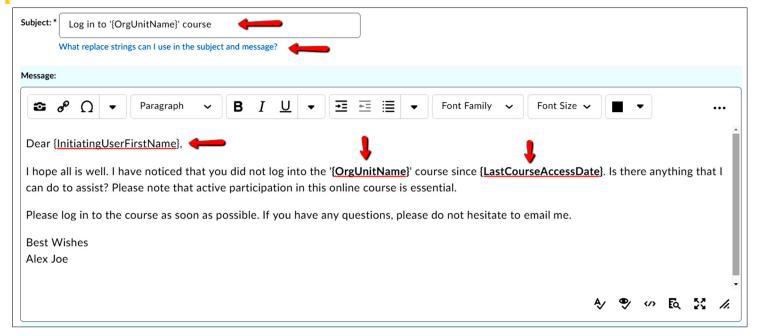


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Complete:

- Subject: complete
- Message: complete
 - Refer 'What replace strings can I use in the subject and message?')



3. Scheduling

- · Check 'Use Schedule'
- Click 'Update Schedule' > Complete the required information > Click 'Update'
- Click 'Save and Close' to go to the 'Agent List' page to find the created 'agent'

3. Scheduling Use Schedule Schedule: Evaluated every 4 day(s) starting Tuesday, June 23, 2020 Next Run Date: Friday, July 31, 2020 Update Schedule What does an agent's Schedule determine?

Practice Run

- Click on the drop down arrow next to the name of the 'Agent' > Select 'Practice Run' to test
- Click 'Run' (Practice Run does not send any emails but you can see which users meet the agent criteria)

