



# 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'

**Intelligent Agents Settings**

☐ Use the system defaults

Name that emails come from: admin21@sdbor.edu    Reply-To address for responses: admin21@sdbor.edu

☒ Set custom values for this course

Name that emails come from: Alex Joe    Reply-To address for responses: alex.joe@bhsu.edu    **Provide name & email address**

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 due to how spam filters operate, but you can add a personal touch by setting the Name for the address, and you can set the Reply-To address if you want to receive replies.

**Scheduled Agents Run Time**

Scheduled agents will run at approximately 8:00 PM (Unknown Region - GMT) / 2:00 PM (United States - Denver)

**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?')

Subject: \* Log in to '{OrgUnitName}' course

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

Message:

Dear {InitiatingUserFirstName},

I hope all is well. I have noticed that you did not log into the '{OrgUnitName}' course since {LastCourseAccessDate}. Is there anything that I can do to assist? Please note that active participation in this online course is essential.

Please log in to the course as soon as possible. If you have any questions, please do not hesitate to email me.

Best Wishes  
Alex Joe

### 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*)

Agent List

New More Action

Enable Disable

Agent

Congratulations

Practice Run

Confirmation

Would you like to try a Practice Run of the agent "Log in to Play Course -- PPallapu course"?

This option submits a request to have the agent run as soon as possible, without sending any emails. You can see which users meet the agent criteria once it has completed.

Run