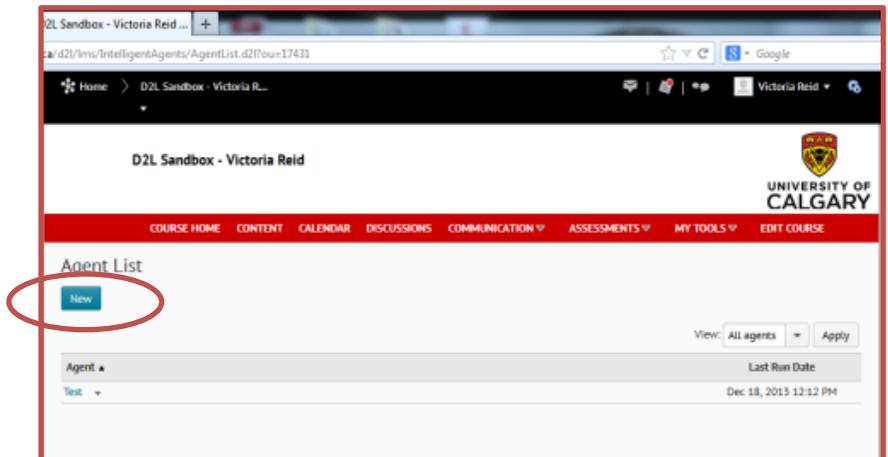


Haskayne “How To”

How to... set up an Intelligent Agent to send notifications to new students or students who have not accessed the course in some time.

As the instructor or admin in the D2L system, select the appropriate class from the black navigation bar at the top of the page.

- Click “Edit Course” on the top right side of the red navigation bar.
- Click on “Intelligent Agents”
- Click “New”



Fill in the following information:

1. Name the agent according to its function.
2. Click “agent is enabled”
3. Select login activity – I am choosing to contact students who have not accessed the course in 14 days. This will capture students who have been enrolled for a while but who have not clicked into the course, as well as students who are newly enrolled.
4. Don’t worry about release conditions
5. I’m selecting “take action only the first time the agent’s criteria are satisfied for a user” so that students don’t get bombarded.
6. Select “Use Schedule” and set it for “daily,” “every 1 day,” and set start and end dates”
7. Send the email to {InitiatingUser}
 - a. (this is the email address of the student who is “meeting” the criteria)
8. CC yourself as the professor
9. Put a subject line in
10. Write your email to the students.
 - a. (Note that you can use “replace strings” in the body of the email)

