

## 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”

1. Fill in the following information:

- Name the agent according to its function.
- Click “agent is enabled”
- Select “Users with specific roles” and choose “student.”
- Select “Course activity” – I am choosing to contact students who have not accessed the course in 7 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.
- Don’t worry about release conditions

### New Agent

Agent Name: \*

Has not logged into D2L

[Edit Description](#)

Status:

Agent is enabled

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#### 1. Criteria

**Role in Classlist**

All users visible in the Classlist

Users with specific roles:

- Instructor
- Instructor LTI
- Instructor ReadOnly
- TA - full access
- TA - grading only
- Anonymous Grading
- TA - No grading
- Librarian
- Student

**Login Activity**

Take action when the following login activity is satisfied:

- User has not logged in during the last  day(s)
- User has logged in during the last  day(s)

**Course Activity**

Take action when the following course activity is satisfied:

- User has not accessed the course in the last  day(s)
- User has accessed the course during the last  day(s)

- 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.
- Send the email to {InitiatingUser} (this is the email address of the student who is "meeting" the criteria)
- CC yourself as the instructor
- Put a subject line in
- Write your email to the students.
  - Some sample text is here (for undergraduate classes only):

*Dear {InitiatingUserFirstName},*

*You are receiving this email because you have not logged into the XXXX123 course site in 7 days. Consistent engagement with course content, as well as regular class attendance, are essential if you wish to understand the course material and perform well in the class. If you find that you are struggling, please schedule a time to meet with me during my office hours. If you are struggling with your Haskayne classes generally, please reach out to the [Haskayne Academic Development Specialist](#).*

*Thanks,*

*<your name>*

- Note that you can use "replace strings" in the body of the email:
  - {InitiatingUserFirstName} - The first name of the initiating user.
  - {InitiatingUserLastName} - The last name of the initiating user.
  - {LoginPath} - The address of the login path for the site.
  - {LastCourseAccessDate} - The date the initiating user last accessed the course.
  - {LastLoginDate} - The date the initiating user last logged in.

## 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

[Which Action Repetition setting should I use?](#)

**Send an Email**

Send an email when the criteria are satisfied

Name that the emails come from: donotreply@ucalgary.ca

Reply-To address for responses: donotreply@ucalgary.ca

[How can I change the default From and Reply settings?](#)

To: \* [InitiatingUser]

Cc: yourname@ucalgary.ca

Bcc:

[What special email addresses can I use?](#)

Subject: \* Concern about your engagement in XXXX123 this term

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

Message:

Paragraph | B | I | U | | | | |

Dear [InitiatingUserFirstName],

You are receiving this email because you have not logged into the XXXX123 course site as regular class attendance, are essential if you wish to understand the course material struggling, please schedule a time to meet with me during my office hours. If you are to the [Haskayne Academic Development Specialist](#).

Thanks,

<your name>

**Attachments**

Total attachment file size cannot exceed 20 MB

Drop files here, or click below!

Upload Record Choose Existing

**Email Format:**

HTML  
 Plain text

Click "Use Schedule" and then "Update Schedule."

### 3. Scheduling

Use Schedule

No schedule defined

Next Run Date: No schedule defined

Update Schedule

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

Save and Close

Save

Cancel

- Choose to repeat daily, and every one day. This timing only works if you have chosen to only take action the first time an agent's criteria is met.

- Set the start date as the week after the add/drop date

- Set the end date as the last day of class.

- Click update, and then save and close the Intelligent Agent. Your students will now receive a notification the first time they go 7 days without accessing the course site (with the settings as outlined above).

#### Update Agent Schedule

Repeats:

Daily

Repeats Every: \*

1 day(s)

Schedule Dates:

Has Start Date

9/8/2021

Has End Date

12/8/2021

Update

Cancel