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
• 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.
  o 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:
  o {InitiatingUserFirstName} - The first name of the initiating user.
  o {InitiatingUserLastName} - The last name of the initiating user.
  o {LoginPath} - The address of the login path for the site.
  o {LastCourseAccessDate} - The date the initiating user last accessed the course.
  o {LastLoginDate} - The date the initiating user last logged in.
Click “Use Schedule” and then “Update Schedule.”

- 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).