

Create Student Inactivity Alerts

Last Modified on 02/16/2023 4:26 pm CST

Intelligent agents may be created in D2L to alert instructors of student inactivity in the course.

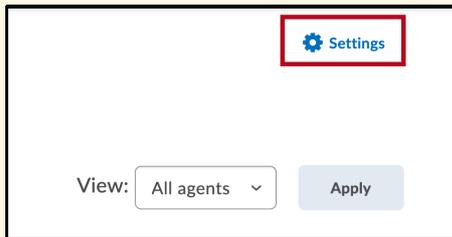
Show Video Walkthrough

In this article:

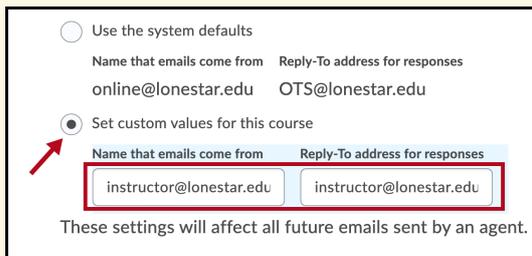
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Updating the "From" and "Reply-To" Fields in Settings

- To change the "From" and "Reply-To" fields in the email to appear that it is from the instructor, go to the **Settings** link in the top right corner.

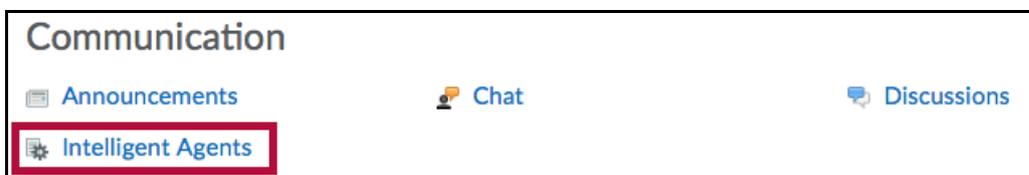


- Choose the "Set custom values for this course" option, then enter the email address you would like the emails to come from and the email address you'd like to use as the Reply-To addresses.



Creating an Intelligent Agent

1. Click **Course Management** on the navbar, then choose **Course Admin**.
2. Click **Intelligent Agents**.



3. Click the **New** button.
4. Give the agent a name (e.g. No Login).
5. Check the "Agent is enabled" checkbox.

Intelligent Agents > New Agent

New Agent

Agent Name: *

[Edit Description](#)

Status:

Agent is enabled

6. Set the Course Activity criteria as appropriate.

1. Criteria

Role in Classlist

All users **visible** in the Classlist

Users with specific roles:

Login Activity

Take action when the following login criteria are satisfied:

User has not logged in for at least day(s)

User has logged in during the past day(s)

Course Activity

Take action when the following course activity criteria are satisfied:

User has not accessed course for at least day(s)

User has accessed course during the past day(s)

Release Conditions

There are no conditions attached to this item.

NOTE: The Login Activity section looks at logins to the system, not the individual course. You will want to set criteria under the Course Activity area.

7. Change agent action to "Take action every time the agent is evaluated and the agent's

criteria are satisfied for a user.”

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 a user

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

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: `online@lonestar.edu`

Reply-To address for responses: `OTS@lonestar.edu`

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

To: * 

Cc: 

Bcc: 

8. Check the Use Schedule checkbox, then click the **Update Schedule** button.

3. Scheduling

Use Schedule

No schedule defined

Next Run Date: No schedule defined



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

9. Update the schedule to allow the agent to run daily beginning on the first day of class and ending on the last day of class.

Update Agent Schedule [X]

Repeats:

Daily [v]

Repeats Every: *

1 day(s)

Schedule Dates:

Has Start Date
1/16/2018 [Now]

Has End Date
5/14/2018 [Now]

[Update] [Cancel] [//]

10. Click the **Save and Close** button.

Creating Notification Email for Intelligent Agent

1. Select the option to **Send an email when the criteria are satisfied** .

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 a user

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

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: online@lonestar.edu

Reply-To address for responses: OTS@lonestar.edu

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

2. Enter the email address(es) of those who need to be notified (e.g. the Instructor, an Online Student Advisor, the assigned Advisor for a specific HUMD/Developmental Education course, and/or the student).
- To maintain privacy, {InitiatingUser} can be used in the Bcc field to send the email to the student(s) meeting the agent criteria.

The screenshot shows an email composition interface. The 'To:' field is filled with 'instructor@lonestar.edu'. The 'Cc:' field is empty. The 'Bcc:' field contains '{InitiatingUser}'. Below the 'Bcc:' field is a link that says 'What special email addresses can I use?'. The 'Subject:' field contains '{OrgUnitName} Course Inactivity'. Below the 'Subject:' field is a link that says 'What replace strings can I use in the subject and message?'. A red arrow points to this link.

NOTE: The "initiating user" is any student who performs the actions necessary to satisfy the agent's criteria.

3. Type the body of the email message. To personalize a standard email for each recipient, enter the appropriate string. Click on "What replace strings can I use in the subject and message?" below the "Subject" textbox to see a list of possible strings or see functional strings below. (In these strings, the Org Unit is the course and the OrgDefinedID is the student ID.)

The following are replace strings you can use in the subject line and the email message:

- {OrgName} - The name of the organization.
- {OrgUnitCode} - The code for the org unit.
- {OrgUnitName} - The name of the org unit.
- {OrgUnitStartDate} - The start date specified for the org unit.
- {OrgUnitEndDate} - The end date specified for the org unit.
- {OrgUnitId} - The id for the org unit.
- {InitiatingUserFirstName} - The first name of the initiating user.
- {InitiatingUserLastName} - The last name of the initiating user.
- {InitiatingUserUserName} - The username of the initiating user.
- {InitiatingUserOrgDefinedId} - The Org Defined ID 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.