

Create Student Inactivity Alerts

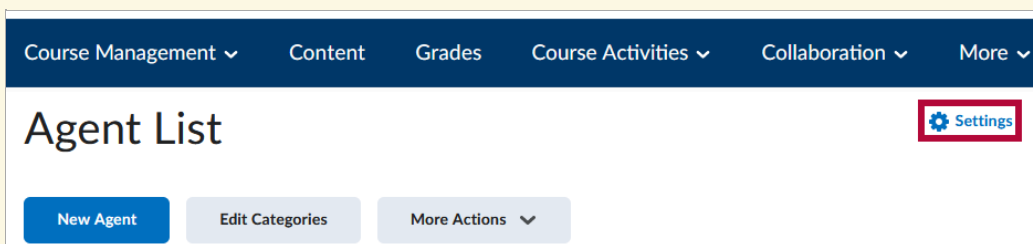
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Intelligent agents may be created in D2L to alert instructors of student inactivity in the course.

Show Video Walkthrough

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

- To change the **From** and **Reply-To** fields in the email so that messages appear that they are sent by the instructor, and for student replies to be delivered to your inbox, go to the **[Settings]** link in the top right corner.



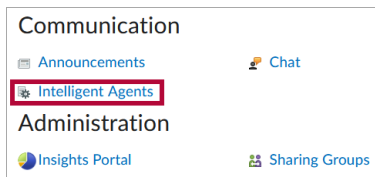
- Choose the **[Set custom values for this course]** option, then enter the email address you would like the emails to come from and the email address you'd like to use as the Reply-To addresses.

- The user-specific data is not transferable when the Intelligent Agent is copied from one course to another. This is due to the fact that the data is tied to the user account. Hence, it is necessary to manually input the user-specific data, such as the instructor's name and email, in the settings of the Intelligent Agent for each course.

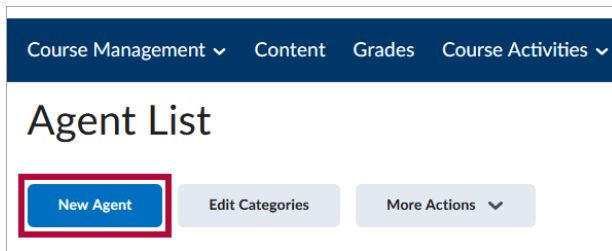
Setting Up an Intelligent Agent

1. Click on **[Course Management]** and choose **[Course Admin]**.

2. Click on **[Intelligent Agents]**.



3. Click **[New Agent]**.



4. Enter a name for your agent, and check the **[Agent is enabled]** checkbox.

A screenshot of the 'New Agent' form. The form has a title 'New Agent' and a breadcrumb 'Agent List > New Agent'. The form contains the following fields and controls:

- Agent Name: ***: A text input field with a red arrow pointing to it.
- Description:**: A large text area.
- Category:**: A dropdown menu showing 'No Category' and an 'Add Category' button.
- Status:**: A section with a checkbox labeled 'Agent is enabled' (checked) and a light blue background.

5. Under **Scheduling**, choose a **Frequency** to bring up options.

Scheduling

Frequency

Weekly

Repeats Every:

week(s)

Repeats On:

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

Scheduled Time *

Schedule Dates:

Has Start Date

Has End Date

6. A schedule will determine when the agent will run. With **No Schedule** selected for the Frequency, you will need to manually run the Intelligent Agent from the Agent List.
7. Under **Criteria**, you can choose which users the agent evaluate and why.

Criteria

Role in Classlist *

All users **visible** in the Classlist

Users with specific roles:

Take Action on Activity

Login Activity

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

User has logged in during the last day(s)

Course Activity

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

User has accessed the course during the last day(s)

Release Conditions

NOTE: **Login Activity** is when a user simply logs into D2L, while **Course Activity** is when a user goes inside the course. The activity options are useful for setting up [Student Inactivity Alerts](https://vtac.lonestar.edu/help/a100) (<https://vtac.lonestar.edu/help/a100>).

8. The **Role in Classlist** options will allow you to choose specific users to have the agent evaluate. This will usually be **[Student]**.

Criteria

Role in Classlist *

All users **visible** in the Classlist

Users with specific roles:

- Template Instructor
- Template Student
- Faculty
- Student
- Archived User
- Group Manager
- Test_Student
- Observer
- WebEx User
- Incomplete Student
- Student Orientation
- LOR Editor
- Capture Editor
- Teaching Assistant
- Advisor
- Needs Orientation
- Not Used

9. You can also set [release conditions](https://vtac.lonestar.edu/help/a150) (<https://vtac.lonestar.edu/help/a150>) that have to be met for the agent to be triggered. Examples include:
- A student has scored less than 50% on a quiz.
 - A student has not completed an assignment.
 - A student who has not visited a specific content module.
10. To set the release condition, click **[Create]** (or **[Browse]** if you already have release conditions created).

Course Activity

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

User has accessed the course during the last day(s)

Release Conditions

Create Browse

11. Create a **Release Condition**.

Create a Release Condition ×

Release this item when the following condition is met:

Condition Type

Score on a quiz ▼

Condition Details

Quiz

Quiz 1 ▼

Criteria:

<= ▼

Grade

70 %

Create Cancel ⌵

NOTE: If you copy your Intelligent Agent to another course, you need to make sure you copy any attached Release Conditions (this will happen automatically if you copy the entire course).

12. Under **Actions**. You can change the repetition to **[Take action every time the agent is evaluated and the agent's criteria are satisfied for a user]**.

13. Click **[Send an email when the criteria are satisfied]** . With both this and the previous option selected, an email will be sent to the user every time they meet the criteria when the agent is run.

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

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

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: **John.Doe@LoneStar.edu**

Reply-To address for responses: **John.Doe@LoneStar.edu**

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

To:

Cc:

Bcc:

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

Subject: *

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

14. 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.
- You can add your email address to the **To** field to receive a copy of every Intelligent Agent notification sent out.

To:

Cc:

Bcc:

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

Subject: *

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

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

15. 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.

16. Type the body of the email message. Click **[Save and Close]** when completed.

The screenshot shows an email composition interface. At the top, there is a question: "What replace strings can I use in the subject and message?". Below this is a "Message:" section containing a rich text editor with a toolbar. The toolbar includes options for "Format" (with a dropdown), bold (B), italic (I), underline (U), strikethrough, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert table, and a plus sign for more options. Below the toolbar is a "Font" section with a dropdown and icons for text color, background color, text alignment, text color, link, unlink, redo, and undo. The main body of the editor is empty. Below the editor is an "Attachments" section with a dashed border and the text "Drop files here, or click below!". It contains three buttons: "Upload" (with an upload icon), "Record" (with a dropdown arrow), and "Choose Existing". Below the attachments section is the "Email Format:" section with two radio buttons: "HTML" (selected) and "Plain text". At the bottom of the window are three buttons: "Save and Close" (highlighted in blue), "Save", and "Cancel".