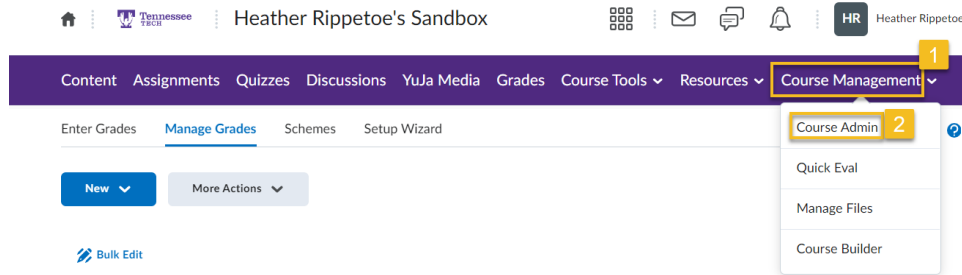


# Creating an iLearn Intelligent Agent

1. Enter the course for which you want to create an Intelligent Agent.
2. Click **Course Management** then **Course Admin**.



3. Click **Intelligent Agents**

## Course Administration

Category | Name

### Site Setup

- Availability Date Defaults
- Navigation & Themes
- Course Offering Information
- Widgets
- Homepages

### Site Resources

- Calendar
- Course Design Accelerator
- Glossary
- Links
- Content
- External Learning Tools
- Import / Export / Copy Components
- Manage Dates
- Course Builder
- Frequently Asked Questions
- Instructional Design Wizard
- Learning Activity Library
- Manage Files

### Learner Management

- Class Progress
- Locations
- Classlist
- Seating Chart
- Groups

### Assessment

- Assignments
- Competencies
- Quick Eval
- Self Assessments
- Awards
- Grades
- Quizzes
- Surveys
- Checklists
- Learning Outcomes
- Rubrics

### Communication

- Announcements
- Discussions
- Intelligent Agents**

### Administration

- Broken Links
- Course Reset
- Tools

4. Click **Settings** to set up the email to/from information. NOTE: you only have to do this once per class.

- Select the radio button (a) next to “Set custom values for this course,” and enter your preferred name (b) and Reply-To address for responses (c). NOTE: this must be your TnTech.edu email address. Click **Save**(d).

### Intelligent Agents Settings

Use the system defaults  
 Name that emails come from: ilearn@tntech.edu    Reply-To address for responses: d2lhelp@tntech.edu

Set custom values for this course

These settings will affect all future emails sent by an agent.

The email address that agent emails come from cannot be set to your personal address due to how spam filters operate, but you can add a personal touch by setting the Name for the address, and you can set the Reply-To address if you want to receive replies.

- Click **New Agent**.

- Familiarize yourself with the different subsections of the Agent, and then follow the steps below to create the Agent:

Content Assignments Quizzes Discussions YuJa Media Grades Course Tools Resources Course Management

Agent List > New Agent

## New Agent

Agent Name: \*

Description:

Category:

Status:

Agent is enabled

Scheduling

Criteria

Actions

- a. Enter the name of the Agent. When considering the name, realize that you could potentially have many Agents, so you may want to think about some kind of naming convention, such as “Assignment 1: No Submission,” “Assignment 1: Passing Score,” etc.
- b. This description area is just for you as the instructor. Include whatever will help you remember what this agent is for.
- c. Consider using categories. For example, you may choose to categorize by type of activity (e.g., discussion, assignments, quiz, content) or type of email (e.g., warning, kudos).
- d. Check this box so the Agent will be “enabled” or “live.” You can control when the Agent runs in step “e.”
- e. Click the action arrow to open the Scheduling section and choose how often you want the Agent to run. NOTE: If you choose **No Schedule**, you can run the Agent manually whenever you choose. If you choose any other option, you will then enter details including when, what time, how often, and a date range for when the agent runs. For example, a daily setup looks like this:

- f. The criteria section has two parts: “Role in Classlist” and “Take Action on Activity.”
- i. Role in Classlist: Generally, the one you will pick is Banner Student, but as you can see, you have other choices:

- ii. Take Action on Activity: Technically, you can choose more than one of these things at a time, but that can get complicated. Generally, you will select either the checkbox next to “Login Activity,” which refers to the entire iLearn system, or the checkbox next to “Course Activity,” which refers to the specific course you are in at the time. For either of these, you will choose either logged in or hasn’t logged in as the action/inaction, and enter the number of days you wish.

Usually, though, you will choose to [“Create” a Release Condition -- follow this link for details on how to create a Release Condition.](#)

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

Choose one and complete the information

- g. Finally, the “Actions” section is where you add your email. When you first open the “Actions” submenu it looks like this:

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

My suggestion for “Repetition” is to keep the radio button selection at “Take action only the first time the agent’s criteria are satisfied for a user,” simply because less can be more and we don’t want to inundate students with emails.

Notice that you need to check the checkbox next to “Send an email when the criteria are satisfied.” When you do, the submenu opens further to look like this:



**Send an Email**

Send an email when the criteria are satisfied

Name that the emails come from: **Professor Rippetoe**  
 Reply-To address for responses: **hrippetoe@tntech.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?** ← **Click to open and copy commonly used strings for the subject and message**

Message:

Paragraph **B** *I* U ~~A~~ Lato (Recom...

Attachments

Drop files here, or click below!

Upload Record Choose Existing

Email Format:

HTML

Plain text

**Save and Close** Save Cancel

This will open a pop-up menu that you can copy from. I've put a gold box around the most commonly used string:

**Information** ×

**What replace strings can I use in the subject and message?**

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.

**OK**

