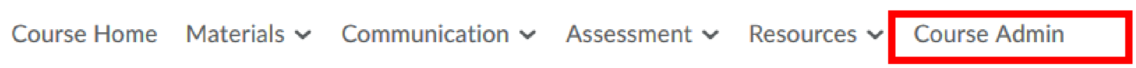
Using Intelligent Agents in Brightspace

Intelligent Agent is useful in monitoring course activity, login activity, and monitor release condition.

Decisions to consider when creating when creating an Intelligent Agent:

- Criteria the agent looks for
- What to include in the notification e-mail to the student
- When and how often the agent acts

➢ From within a D2L course, click the **"Course Admin"** on the Course navigation bar:



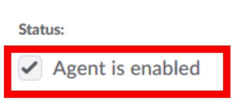
➢ Scroll down and click the **"Intelligent Agents"** link:

➢ Click the **"New"** button:

➢ Enter a **name** for the agent:

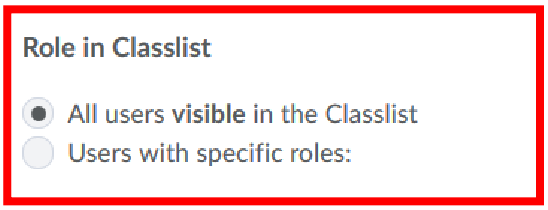
➢ Click the **"Edit Description"** link to enter a description of the Agent:

➢ Make sure that the Agent is **enabled**:

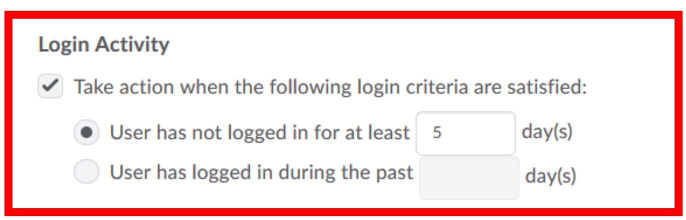


Note: For this example we will be using Login Activity. The agent will contact students who have not logged into the course within 5 days.

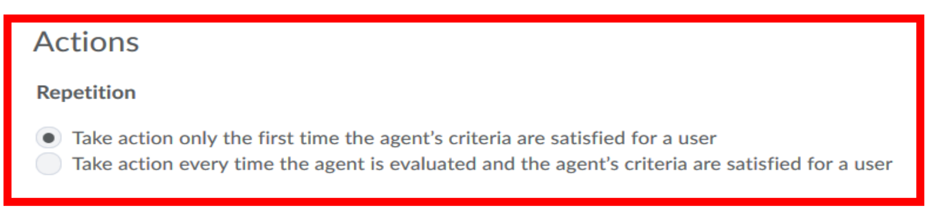
- Most of the time you will chose "**All users visible in the Classlist option**":



- The **"Users with specific roles:"** option gives you list of roles in D2L in which you want the agent to go to.
- Under the **"Login Activity"**, choose the following option:



- Determine **when and how often** you would like the agent to run by selecting one of the following options:



- If you are not sure which option to choose, click the **"What Action Repetition Setting should I use"** link:

Which Action Repetition setting should I use?

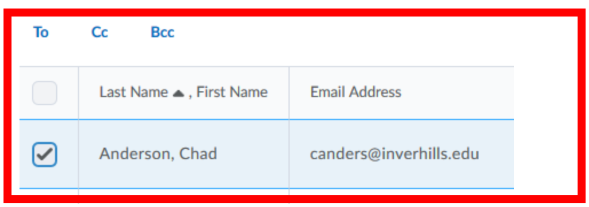
- Under **"Change User Enrollments",** check **"Change user enrollments when the criteria is satisfied"** if desired

- Choose the **"Enrollment Action"** and the **"New Role"** from the dropdown menus

- Check **"Send an e-mail when the criteria are satisfied"**

- Fill in the **"To" "Cc" and/or the "Bcc"** by clicking the address book icons

Note: Once you select a name, <u>then</u> click the "To", "Cc", or the "Bcc" links to populate the field:



- Click the "Add Recipients" button:

Add Recipients

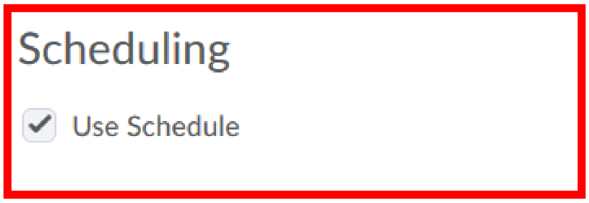
- Enter a subject in the "Subject:" field

- Enter a message in the "Message:" field

Note: Click the "What replace string can I use in the subject and message?" link to create shortcuts":

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

- Check **“Use Schedule”**:



- Click the **“Update Schedule”** button:

Fill out the options within the **“Update Agent Schedule”**

Click the **“Update”** button:

Click the **“Save and Close”** button: