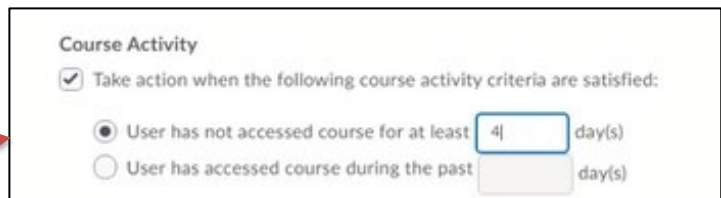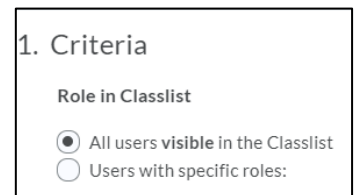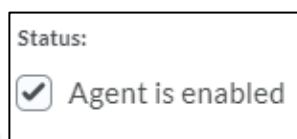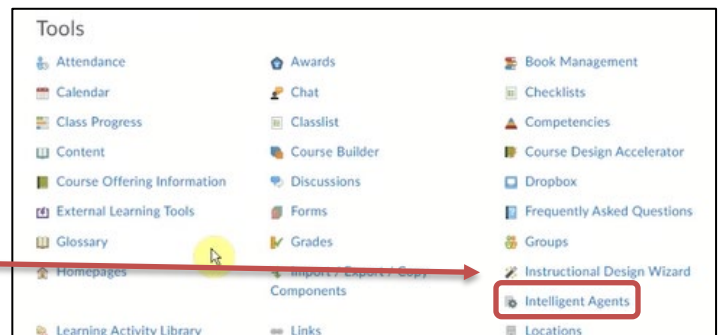# D2L Intelligent Agents

Intelligent Agents allows you to check when students last logged in to D2L or accessed your D2L class and send an email reminder to such students.

1) Beginning from the course home page, click on **Edit Course**.

2) Click on "**Intelligent Agents**." Note: It may default to the "*Category*" view rather than the "Name" view. In that case, you will find the Intelligent Agents option under the "*Communications*" header.

3) Click the blue "**New**" button in the upper left corner. Enter a **Name** for the agent.

4) Check the "**Agent is enabled**" checkbox. Under **Criteria**, **Role in Classlist**, select "**All users visible in the Classlist**."

5) Choose the criteria that tell the agent when to take action. You can choose *Login Activity* or *Course Activity*. In this case, select **Course Activity**, select "**User has not accessed course for at least [_] day(s)**" and enter the number of days.

6) Under **Actions**, **Repetition** preferences, select "**Take action every time the agent is evaluated and the agent's criteria are satisfied for a user**" and check the box to "**Send an email when criteria are satisfied**."

7) In the "**To:**" textbox area, use the variable {InitiatingUser} to send email to the student. In the "**Cc:**" textbox area, it is recommended to put the instructor's email. The email will be delivered to the student's D2L email address.

8) For the subject and body of the email, click on "**What replace strings can I use in the subject and message?**" to get a list of possible variables.
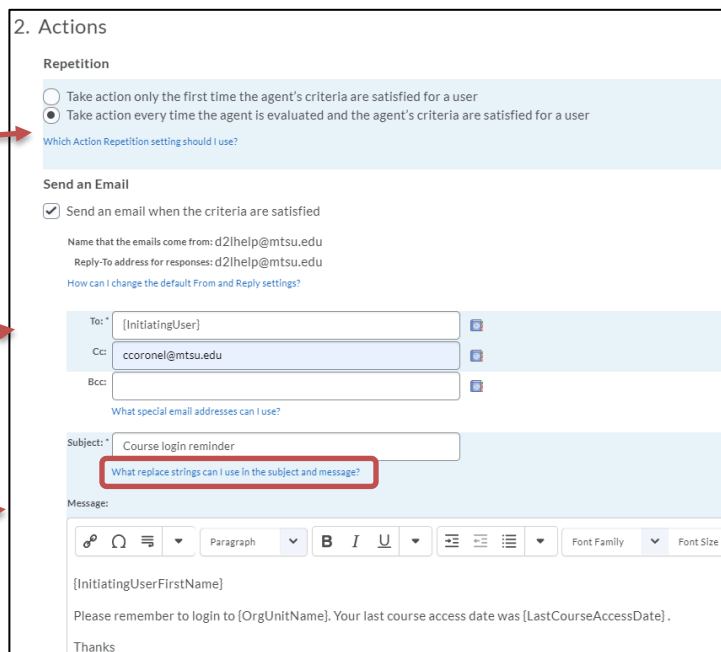
9) Once the email is set up to your liking, scroll to the bottom of the page under the "**Scheduling**" header and check the box for "**Use Schedule**" and click the **Update Schedule** button.

3. Scheduling

☑ Use Schedule

No schedule defined

Next Run Date: No schedule defined

Update Schedule

What does an agent's Schedule determine?

10) In the **Update Agent Schedule** pop up window, enter how often do you want to evaluate. In this case, in **Repeat** we select "**Daily,**" and in "**Repeats Every**" we enter "1". This will cause the agent to evaluate every day.

11) Enter the schedule evaluation **Start** and **End** dates in the boxes provided.

12) Click "**Update**"

13) Click "**Save and Close**."

Update Agent Schedule   ✕

Repeats:

Daily ⌄

Repeats Every: *

1   day(s)

Schedule Dates:

☑ Has Start Date

10/24/2019   Now

☑ Has End Date

10/31/2019   Now

Update   Cancel