



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:

Course Home Materials ▾ Communication ▾ Assessment ▾ Resources ▾ **Course Admin**

➤ Scroll down and click the **“Intelligent Agents”** link:

Intelligent Agents

➤ Click the **“New”** button:

New

➤ Enter a **name** for the agent:

Agent Name: *

➤ Click the **“Edit Description”** link to enter a description of the Agent:

Edit Description

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

Status:

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**”:

Role in Classlist

All users visible in the Classlist

Users with specific roles:

- 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:

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)

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

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



- 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, then click the “To”, “Cc”, or the “Bcc” links to populate the field:

To	Cc	Bcc
<input type="checkbox"/>	Last Name ▲, First Name	Email Address
<input checked="" type="checkbox"/>	Anderson, Chad	canders@inverhills.edu

- 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”**:

Scheduling

Use Schedule

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

Update Schedule

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

Click the **“Update”** button:

Update

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

Save and Close