

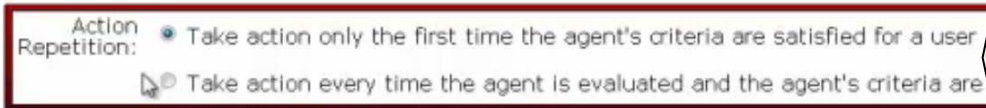


In this tutorial, we will finalize the process of creating an intelligent agent.

## Step 1. Agent Action

Under the "Agent Action" section, the "Action Repetition" section will allow you to set up the agent to run for either one time or multiple times. It gives you options allowing you to control how frequently your agent scans and notifies the persons fulfilling the agents' requirements.

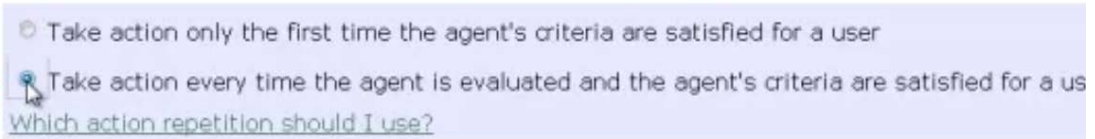
### Agent Action



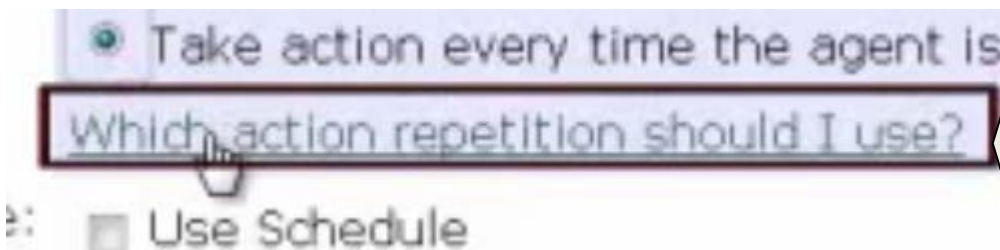
**1A.** By utilizing the first button, your student will receive only one email no matter how many times one meets the agent's criterion.

This button would be useful for a professor who assigns a quiz and will only grade the first attempt. Once the student completes the quiz the intelligent agent will inform the instructor about the completion of the quiz. With choosing the one-time notification, the instructor will not be distracted by the other completions for the same student.

**1B.** By choosing the second button, you and your students will be notified every time one meets the agent's criterion.




This option can be useful to scan the students' activities regularly and remind those to participate into the course if they are falling behind.



**1C.** For further clarification, there is a link under these options that will help you understand what each option does.

What action repetition setting should I use? - Play Course -- KHuber - South Dakota Board of Re - Windows Internet Explorer

https://testd21.sdbor.edu/d21/common/dialogs/nonModal/blank.d21d21\_body\_type=1&d21\_nonModalDialog\_cb=popupHelp\_intelligentagents\_manageage



### What action repetition setting should I use?

The Action Repetition setting determines how many emails an agent might send to users who satisfy its criteria.

**Only take action when users satisfy the agent's criteria for the first time**  
When you select this, all users that satisfy the agent's criteria receive only one email no matter how many times the agent is evaluated.

**Always take action when users satisfy the agent's criteria**  
When you select this, the agent sends an email to all users that satisfy its criteria every time the agent is evaluated.

## Step 2. Schedule

Below "action repetition" is "schedule." This determines how frequently your agent scans for predetermined criteria.

which action repetition should I use?

Schedule:  Use Schedule

No schedule defined

Next Run Date: No schedule defined

Update Schedule

2A. Click the box "Use schedule"

---

What does an agent's action schedule de

Schedule:  Use Schedule

No schedule defined

Next Run Date: No schedu

Update Schedule

2B. and then "Update Schedule"

### Update Agent Schedule

Repeats:  (s)

\* Repeats Every:  (s)

Schedule Dates:    
*United States - Chicago*

Has End Date

*United States - Chicago*

2C. Now you can choose how often the agent repeats the scan and the days it is to run for. You can set it up to repeat daily, weekly, monthly, or annually.

### Update Agent Schedule

Repeats:  (s)


\* Repeats Every:  week(s)


\* Repeats On:

|                                    |                                   |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday    | <input type="checkbox"/> Friday   |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday   |
| <input type="checkbox"/> Thursday  |                                   |

Depending on the repetitiveness, the rest of the options will change. For example, If you teach a Monday, Wednesday, Friday course and assign homework due everyday in accordance to the class every week, Select the agent to repeat \*weekly, to repeat every "1" week, and choose days Monday, Wednesday and Friday for it to repeat on.

• Repeats On:  Monday  Friday  
 Tuesday  Saturday  
 Wednesday  Sunday  
 Thursday

Schedule Dates:  Has Start Date  
   
United States - Chicago

Has End Date  
   
United States - Chicago

2D. Next check the boxes for the start and end dates to specify the duration the agent is to run for. A useful feature here is the calendar button.

2E. By clicking this, you can visually see the dates and can organize the agents accordingly.

2F. Then select "Update"


## Step 3. Email Setup

Next you have the option of either HTML or Plain Text for how you and your students will be able to view your emails. HTML shows text, hyperlinks, and multimedia embedded into the email body while plain text shows only text.

Email Format:  HTML  Plain text

• To:

Cc:

Bcc:  

What sp...

• Email Subject:

3C. the "Carbon Copy", or CC is where you will enter your email address(so you and the designated student can see each email you send)

3A. Choose which option will suit your courses activities.

There are 3 text boxes available.

3B. The first is set aside for students who receive the email,

3D. and the "Blind Carbon Copy" which makes your carbon copy invisible to your students. Click the "address book" icon to add special email addresses (or the students' emails who are enrolled in your course).

Bcc:

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

3E. There are existing codes that you can utilize to choose who receives emails by clicking on the “what special email addresses can I use?” link.

This brings you to a window with 2 codes; {InitiatingUser} and {InitiatingUserAuditors}. “Initiating User” is the student who meets the agents criteria and “Initiating User Auditor” is yourself, in other words, the person who watches over the students activities. So an example Email would contain the following. Enter {InitiatingUser} in the “To” box and {InitiatingUserAuditor} in the CC or BCC.

#### What special email addresses can I use?

You can use the following replace strings in the To, Cc, and Bcc address fields to send the agent email to specific recipients:

{InitiatingUser} - The user who performs the actions necessary to satisfy the agent's criteria.

{InitiatingUserAuditors} - The auditors of the user who performs the actions necessary to satisfy the agent's criteria.

Email Format:  HTML  
 Plain text

\* To: {InitiatingUser}

Cc: {InitiatingUserAuditor}

Bcc:

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

Email Subject:

I

3F. The Email Subject box is where you can enter a subject for your messages.

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

\* Email Subject:

3G. Notice the Link below.

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

What replace strings can I use in the subject and message? - Play Course -- KHuber - South Dako - Windows Internet Explorer

[https://testd21.sdbor.edu/d21/common/dialogs/nonModal/blank.d21?d21\\_body\\_type=1&d21\\_nonModalDialog\\_cb=popupHelp\\_intelligentagents\\_manageagr](https://testd21.sdbor.edu/d21/common/dialogs/nonModal/blank.d21?d21_body_type=1&d21_nonModalDialog_cb=popupHelp_intelligentagents_manageagr)

**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 message (email body).

- {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.
- {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.

By clicking this link you will be brought to a window with multiple codes that can be utilized to designate who receives emails and organizations' names. They "replace" words such as your students' names and usernames.

**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 message (email body).

```
{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.
{InitiatingUserFirstName} - The first name of the initiating user.
```

For example, the code {OrgUnitName}, when entered correctly, will place your course name, in the subject box.

• Email Subject:

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

Message: **Basic** | **Advanced**

3H. The Message section is where you can create the message that your emails display when your students fulfill an agents requirements.



**3I** By clicking the replace strings link again, you can now use the rest of the codes.

| Replace String                               | Description                            |
|--|--|
| <a href="#">{OrgUnitCode}</a>                | Org unit's code                        |
| <a href="#">{OrgName}</a>                    | Organization's name                    |
| <a href="#">{OrgUnitEndDate}</a>             | End date specified for the org unit    |
| <a href="#">{OrgUnitStartDate}</a>           | Start date specified for the org unit  |
| <a href="#">{OrgUnitName}</a>                | Name of the org unit                   |
| <a href="#">{InitiatingUserLastName}</a>     | Initiating user's last name            |
| <a href="#">{InitiatingUserFirstName}</a>    | Initiating user's first name           |
| <a href="#">{InitiatingUserOrgDefinedId}</a> | Initiating user's Org Defined ID       |
| <a href="#">{LoginPath}</a>                  | Address of the login path for the site |
| <a href="#">{InitiatingUserUserName}</a>     | Username of the initiating user        |

Any code starting with the word "initiating" is allowed to be entered into the message box. These codes make your emails more personal, but without having the task of typing every students' name for their specific email.

For example, by entering the code "Initiatinguserfirstname" this will put the first name of every student who meets the agents criteria.

To: {InitiatingUser}

Cc: {InitiatingUserAuditor}

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

Email Subject: seek {OrgUnitStartDate} through {ORgUnitEndDate}  
[What replace strings can I use in the subject and message?](#)

Message: **Basic** | **Advanced**

Dear

[Insert Replace String](#)

| Insert Replace String                        |  |
|--|--|
| Replace String                               | Description                            |
| <a href="#">{OrgUnitCode}</a>                | Org unit's code                        |
| <a href="#">{OrgName}</a>                    | Organization's name                    |
| <a href="#">{OrgUnitEndDate}</a>             | End date specified for the org unit    |
| <a href="#">{OrgUnitStartDate}</a>           | Start date specified for the org unit  |
| <a href="#">{OrgUnitName}</a>                | Name of the org unit                   |
| <a href="#">{InitiatingUserLastName}</a>     | Initiating user's last name            |
| <a href="#">{InitiatingUserFirstName}</a>    | Initiating user's first name           |
| <a href="#">{InitiatingUserOrgDefinedId}</a> | Initiating user's Org Defined ID       |
| <a href="#">{LoginPath}</a>                  | Address of the login path for the site |
| <a href="#">{InitiatingUserUserName}</a>     | Username of the initiating user        |

Basic Advanced

abc | **B** / U | [List Icons] | [Link Icon] | [Insert Icon]

Dear {InitiatingUserFirstName},

You are receiving this email in regards to your failure to login to |

|                           |                                       |
|---------------------------|---------------------------------------|
| {OrgName}                 | Organization's name                   |
| {OrgUnitEndDate}          | End date specified for the org unit   |
| {OrgUnitStartDate}        | Start date specified for the org unit |
| {OrgUnitName}             | Name of the org unit                  |
| {InitiatingUserLastName}  | Initiating user's last name           |
| {InitiatingUserFirstName} | Initiating user's first name          |

To: {InitiatingUser}

Cc: {InitiatingUserAuditor}

Bcc:

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

Here is an example of a properly composed message.

Subject: seek {OrgUnitStartDate} through {ORgUnitEndDate}

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

Basic Advanced

abc | **B** / U | [List Icons] | [Link Icon] | [Insert Icon]

Dear {InitiatingUserFirstName},

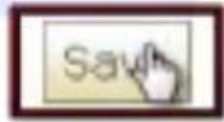
You are receiving this email in regards to your failure to login to {OrgUnitName}. Please notify me of any technical problems involving D2L login.

Thank you,  
{InitiatingUserAuditor}

abc | **B** / U | [List Icons] | [Link Icon] | [Insert Icon]

Dear {InitiatingUserFirstName},

3J. We will cover the formatting menu for the message in another tutorial.



3K. By then clicking “save”, your agent will be saved.

## Step 4. Running New Agent Action

**Agent List**

[Agent List](#) [New Agent](#)

View: All agents Apply

| Agent ▲   | Actions |
|---|---------|
| <a href="#">Login Activity</a><br>Last Run Date: Jun 13, 2011 7:00 PM<br>Identify how often students log in |         |



4A. By going back to your list of agents, you will see your newest agent

4B. Your agent will start running by the scheduled dates.

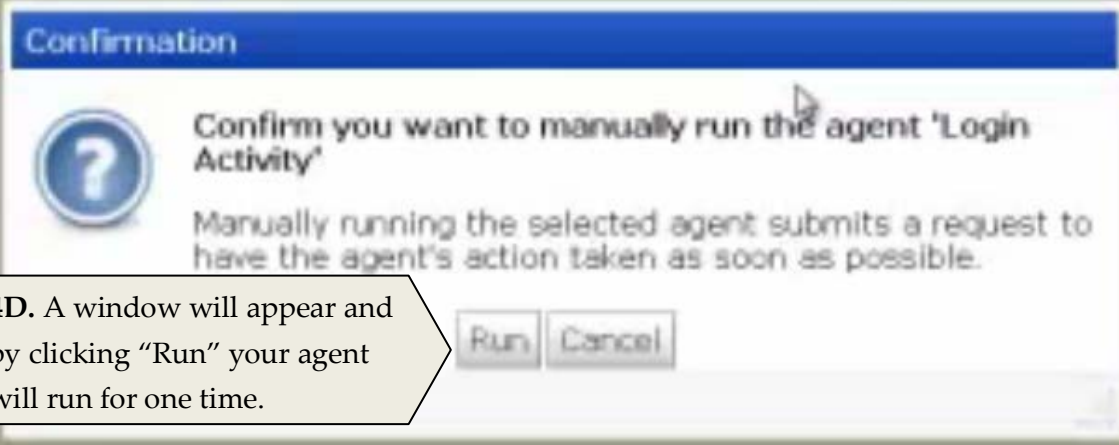
**Agent List**

[Agent List](#) [New Agent](#)

View: All agents Apply

| Agent ▲   | Actions   |
|---|---|
| <a href="#">Login Activity</a><br>Last Run Date: Jun 13, 2011 7:00 PM<br>Identify how often students log in |   |

4C. If you would like to run your agent out of its schedule, you can run it manually by clicking the gear icon on the right.



**Confirmation**

Confirm you want to manually run the agent 'Login Activity'

Manually running the selected agent submits a request to have the agent's action taken as soon as possible.

Run Cancel

4D. A window will appear and by clicking "Run" your agent will run for one time.

Discuss Dropbox Quizzes Classlist Grades

### Manually Run Agent Confirmation

A request to run agent 'Login Activity' at Tuesday, June 21, 2011, 4:52:30 PM has been submitted.

An email will be sent to the account [Kyler.Huber@yellowjackets.bhsu.edu](mailto:Kyler.Huber@yellowjackets.bhsu.edu), when your request has been completed.

**Note:** Processing time varies based on server load and the priority of other scheduled agents.

[Return to the Agent List](#)

Return to the Agent List



## Step 5. Deleting Agent Actions



### Agent List

Agent List New Agent

View: All agents Apply

| Agent ▲   | Actions   |
|---|---|
| <a href="#">Login Activity</a> <br>Last Run Date: Jun 13, 2011 7:00 PM<br>Identify how often students log in | <br>Delete |

The trash icon next to it will delete your agent.

In this tutorial we have run through how to create agents and how they are used to monitor your students' class participation.

