The Intelligent Agents tool monitors your course to find activity that matches criteria that you set, such as

- login activity,
- course activity, and
- release conditions.

You can use existing release conditions, or create new ones for your Intelligent Agents. The Agent then sends a separate e-mail message to the instructor who created the agent when it finds students matching its criteria. You can run Agents manually or set them to run on a daily, weekly, monthly, or annual schedule.

When you run an Agent manually, it sends a confirmation e-mail to the person who requested or set up the agent. This e-mail lists the following information:

- course code and name
- which agent ran
- time and date the request was submitted
- time and date the request was finished
- whether the agent took action
- any error messages

Example uses for Intelligent Agents include:

- e-mail for users with grades below a certain level.
- check for users who have not logged in within a specific number of days.
- check for users who view a specific content topic.

Set Up an Intelligent Agent

1. Click Edit Course in the course-navigation links at the top of the screen.  
   Result: The Course Administration screen displays.
2. Under the Communication area, click the Intelligent Agents link.  
   Result: The Agent List screen displays.
3. Click the blue New button.  
   Result: The New Agent screen displays.
4. Key an Agent Name.  
   Option: Key a Description for the Intelligent Agent.
   Option: Select the Agent is enabled check box if you want the agent enabled once you save.
5. In the Agent Criteria fields, determine the criteria the agent looks for:
   a. Login Activity: Select the Take action when the following login criteria are satisfied check box and choose which of the two login activities you want to monitor.
   b. Course Activity: Select the Take action when the following course activity criteria are satisfied check box and choose which of the two course-activity functions you want to monitor.
   c. Release Conditions: Click the Attach Existing or Create and Attach button to select or create release conditions for the agent to monitor.
6. In the **Agent Action** fields, determine the action the agent takes when its conditions are met:
   - Select one of the **Action Repetition** options to set whether the agent takes action once or any time the conditions are met.
   - **Option:** Select the **Use Schedule** check box, then click the **Update Schedule** button.
     **Result:** The **Update Agent Schedule** dialog box displays. Click the **Update** button to return to the **New Agent** screen.

7. Select **HTML** or **Plain Text** for the **E-mail Format**.

8. Key the names of recipients in the **To**, **Cc**, and **Bcc** fields.
   **Option:** Use special “replace strings” in these fields, such as `{InitiatingUser}` (the user who performs the actions necessary to satisfy the agent's criteria).

9. Enter an **E-mail Subject**.
   **Option:** You can use special “replace strings” in this field, such as the ones below.
   - `{OrgUnitName}` - The name of the course/section.
   - `{InitiatingUserFirstName}` - The first name of the initiating user.
   - `{InitiatingUserLastName}` - The last name of the initiating user.

10. Enter a **Message**.
11. Click the **Save and Close** button.

**Run an Agent Manually**

Typically, **Intelligent Agents** are set up to run automatically. If you do not have a regular schedule set up for an agent, you must run it manually.

1. Click **Edit Course** in the course-navigation links at the top of the screen.
   **Result:** The **Course Administration** screen displays.
2. Under the **Communication** area, click the **Intelligent Agents** link.
   **Result:** The **Agent List** screen displays.
3. Click **Run now** from the context menu of the agent you want to run manually.