TIPS AND TRICKS TO BE AN ONLINE TEACHING SUPERSTAR PT. 2

Dr. Lisa Jellum

CATCH THE STRAGGLERS EARLY

By using an Intelligent Agent you can catch students that have been underperforming early, with very little work on your part. Collect data you can't get elsewhere or send automated emails to students.

Some ideas: send an automated welcome message, congratulate students after they complete the first week's work, or contact individuals who have not accessed your course content in several days, all while having D2L figure out who needs to receive the email.

INTELLIGENT AGENTS

To access the tool, click **Course Admin** in the *course navbar*, and select **Intelligent Agents** from the list of tools.

YOUR SETTINGS COME FIRST

Use your name for the email!

Use your @highlands.edu email not your D2L email.

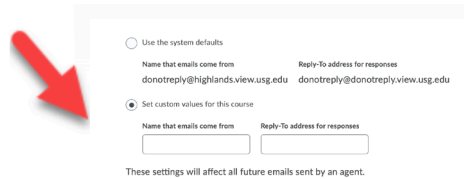Make sure you are setting this for a custom setting for this course only.

Create a "reply-to" email address so that students can reply to any email sent by an *Intelligent Agent.*

> **Note:** Any changes you make to the settings will affect *all* of your Intelligent Agents.
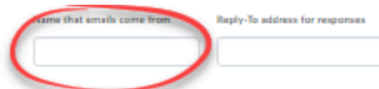
1. Click **Course Admin** in your *course navbar*.
2. Select **Intelligent Agents**.
3. Click the **Settings** icon.
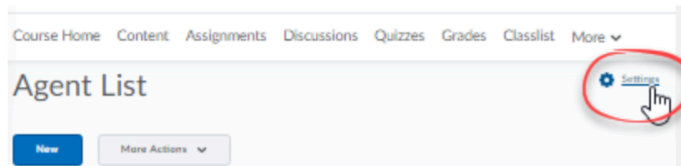
4. Select **Set custom values for this course**.

5. Enter a name into the **Name that emails come from** field. We recommend using a proper name and not an email address.

SETTINGS

Course Admin>Intelligent Agent>
New

Name your agent something that is
easy to identify like "welcome email"

Push Enable for this Agent to be
working

Agent List

New   More Actions ⌄

Agent Name:*

Welcome Email

Status:

☑ Agent is enabled

SETTING UP A NEW AGENT

WHO GETS THIS AGENT??

Once you have set up your agent, now it is time to talk about who gets the alert, and why?

1. *Required:* To determine who should be monitored with this Intelligent agent, select one.

   - **All users visible in the Classlist**: to include everyone.

   - **Users with specific roles**: to open a list of roles (students, instructors, etc.) from which to choose.

SET YOUR RELEASE CRITERIA

Determine the criteria the agent looks for, for example:

To have the agent to send an email to a student who has not accessed the course recently, select **Take action when the following course activity criteria are satisfied,** and enter a number in the **User has not accessed the course for at least [#] days** field.

To have the agent to send an email when a student views or interacts with a specific item in the course, click **Create and Attach** in the Release Conditions section. Choose a condition that must be met from the options on the Condition Type menu, and then specify the actions the student must take in the Condition Details section. Click **Create** when done selecting release conditions.

HOW OFTEN DO YOU WANT THIS SENT?

Select **Take action only the first time the agent's criteria is satisfied for a user** if you would like the agent to identify people only once, and to ignore those people in subsequent runs.

Select **Take action every time the agent is evaluated and the agent's criteria are satisfied for a user** if you would like the agent to identify everyone who meets the criteria regardless of whether or not they have been identified by this agent previously.

2. 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

Which Action Repetition setting should I use?

SEND THE EMAIL

We will talk about string replacements next… for now lets talk what you want in the email… if you do want it at all!

Send an Email

☑ Send an email when the criteria are satisfied

Name that the emails come from: donotreply@highlands.view.

Reply-To address for responses: donotreply@donotreply.view

How can I change the default From and Reply settings?

To: * {initiatinguser}

Cc:

Bcc:

What special email addresses can I use?

Subject: *

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

How can I change the default From and Reply settings?

To: * [Initiating User]

Cc:

Bcc:

What special email addresses can I use?

Subject: * Welcome to this course

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

USE PERSONAL TOUCHES

Replacing the String can generate more person emails to the student that don't look like a robot did it

Replace String	Generated Text
{InitiatingUser}	The user who performs the action that meets the criteria (for use in address field).
{OrgName}	The name of the organization
{OrgUnitCode}	The code for the course (i.e., WRD_103_103_0990)
{OrgUnitName}	The name of the course
{OrgUnitId}	The id 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 ID number of the initiating user
{LoginPath}	The address of the login path for the site
{LastCourseAccessDate}	The date the initiating user last accessed the course
{LastLoginDate}	The date the initiating user last logged in

EXAMPLE OF STRING REPLACEMENT

Here is a sample email using replace strings:

Dear {InitiatingUserFirstName}, You did not logged into the {OrgUnitName} course site in the last week. Please remember that regular participation in course activities is essential for success in this course!

Please log in to the course site as soon as possible.

See you in class,

Dr. Vincent DePaul

In the example above, the name of each student and the course title will automatically appear when the email is sent. The bold text in the example below indicates what was added based on the replace string in the above example:
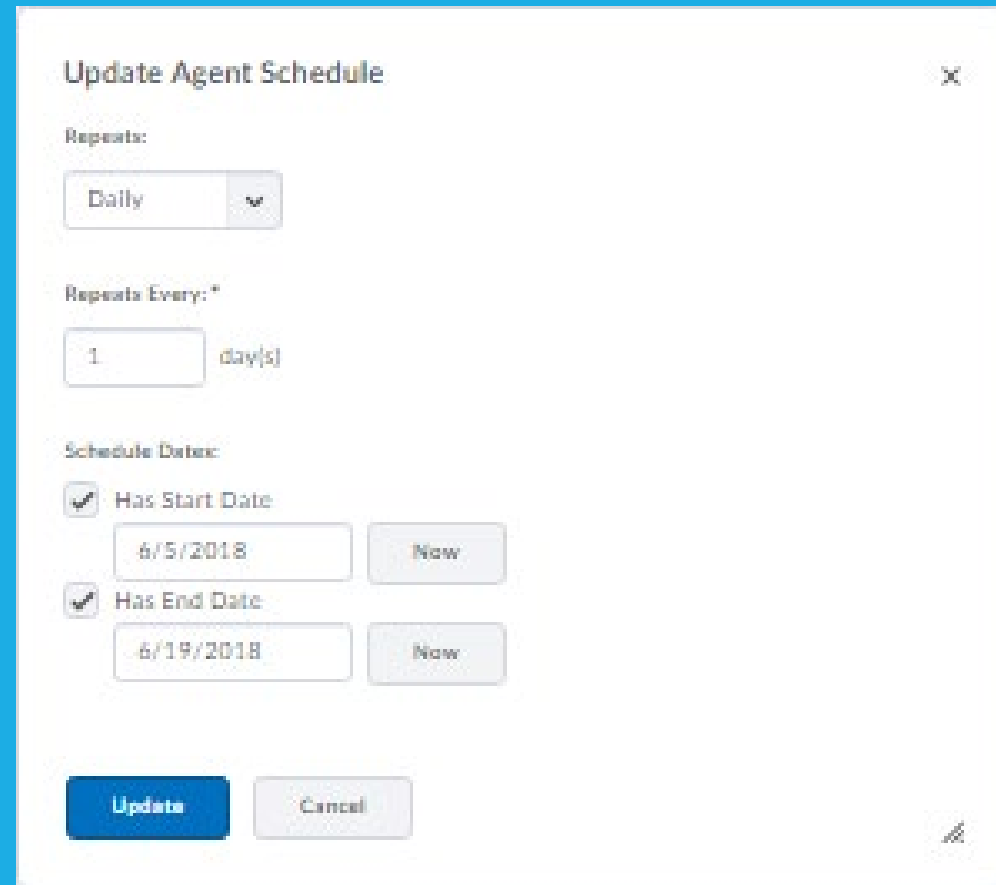
Dear **John**,

You did not logged into the **Composition & Rhetoric II** course site in the last week. Please remember that regular participation in course activities is essential for success in this course!

Please log into the course site as soon as possible.

See you in class,

Dr. Vincent DePaul

- Select **Use Schedule.**
  - Click on the **Update Schedule** button
- Enter your preferences.

  - **Note:** Put an **end date** on your agent to make sure it stops running after your course is closed.
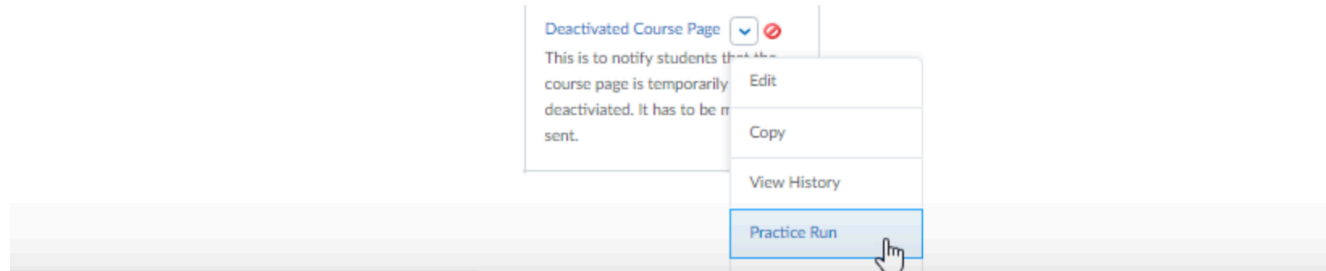
WHEN DOES THE IA RUN?

A Practice Run allows you to test your Intelligent Agent.

For example, if you want a list all of students who have not submitted an assignment, create an *Intelligent Agent* and do a practice run.

1. Click **Course Admin** in your *course navbar*.
2. Select **Intelligent Agents**.
3. Click on the **down arrow** next to the *Agent* of interest.
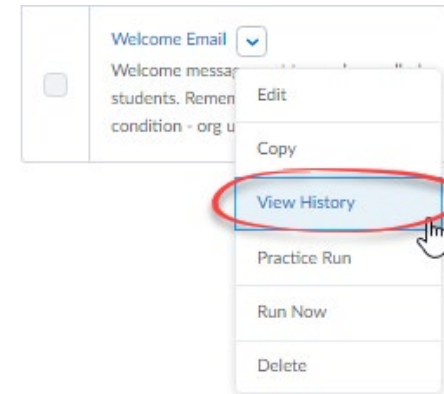

4. Select **Practice Run.**

PRACTICE MAKES PERFECT |

WHAT HAPPENED WHEN I "PRACTICED"

If you just did a practice run, the action taken should say "No action taken"