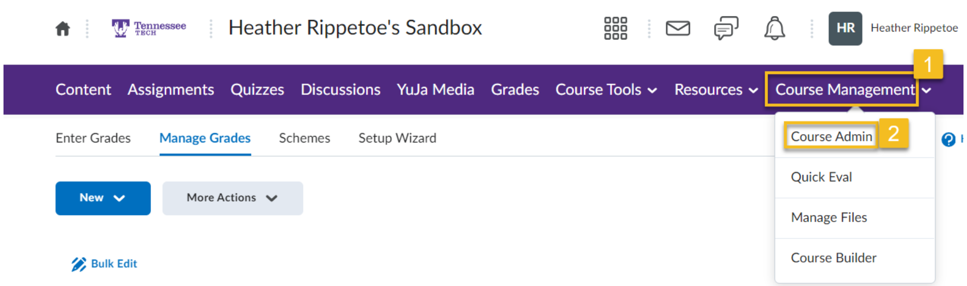
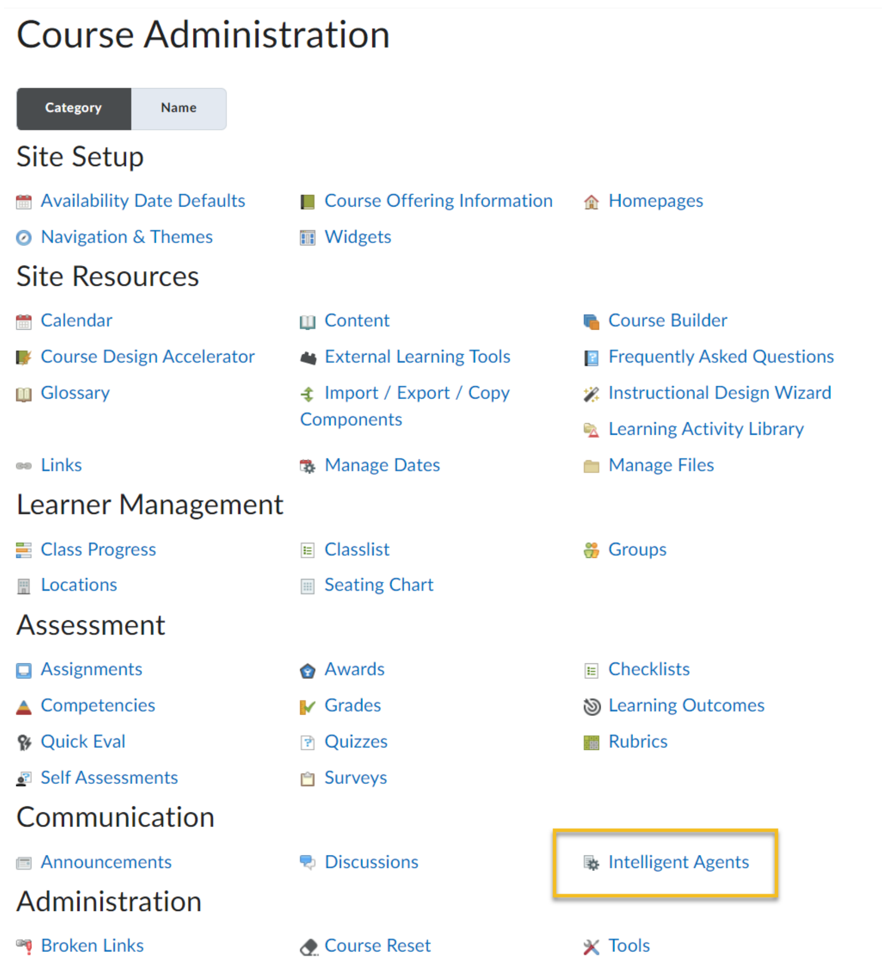
# Creating an iLearn Intelligent Agent

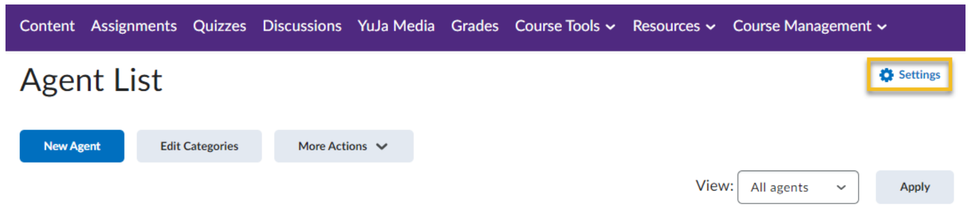
1. Enter the course for which you want to create an Intelligent Agent.
2. Click **Course Management** then **Course Admin.**



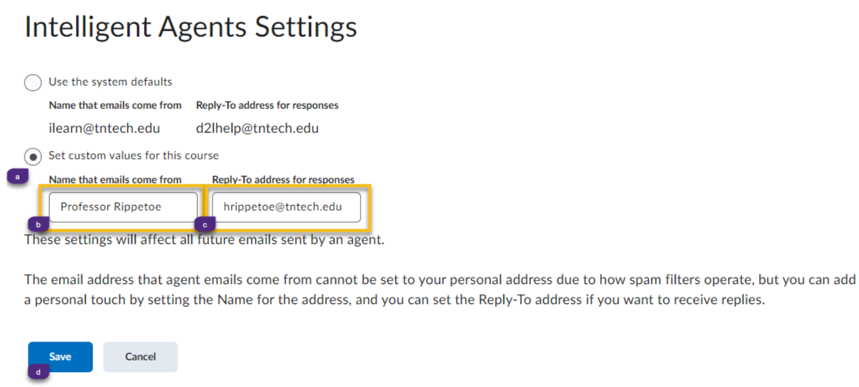

3. Click **Intelligent Agents**



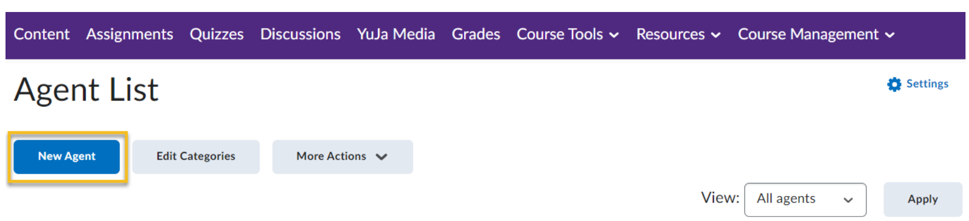

4. Click **Settings** to set up the email to/from information. NOTE: you only have to do this once per class.



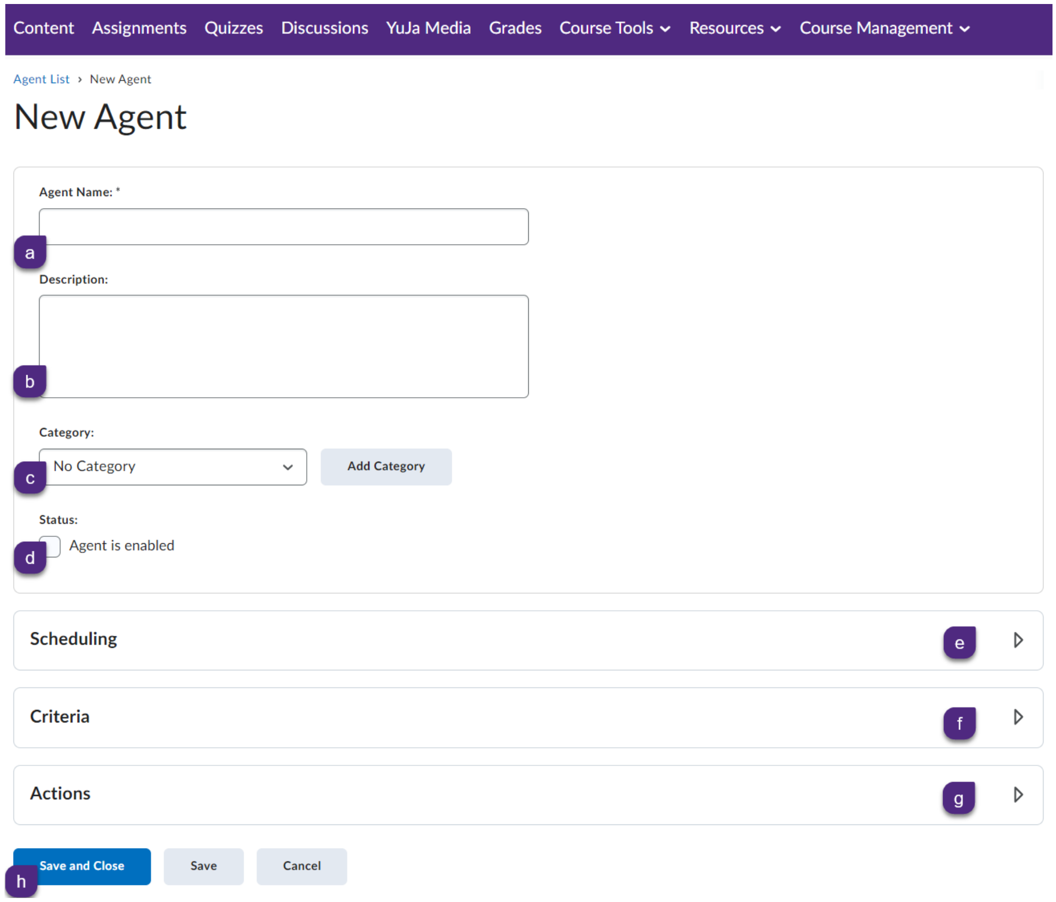

5. Select the radio button (a) next to "Set custom values for this course," and enter your preferred name (b) and Reply-To address for responses (c). NOTE: this must be your TnTech.edu email address. Click **Save**(d).



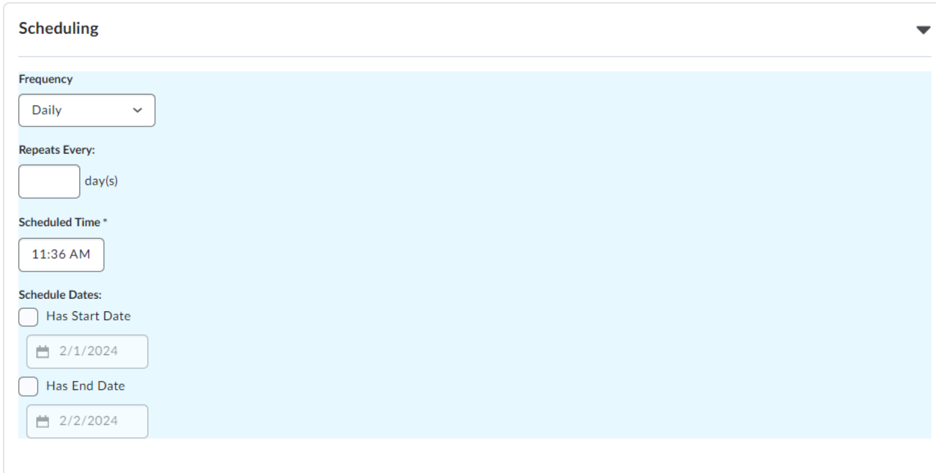

6. Click **New Agent**.




7. Familiarize yourself with the different subsections of the Agent, and then follow the steps below to create the Agent:

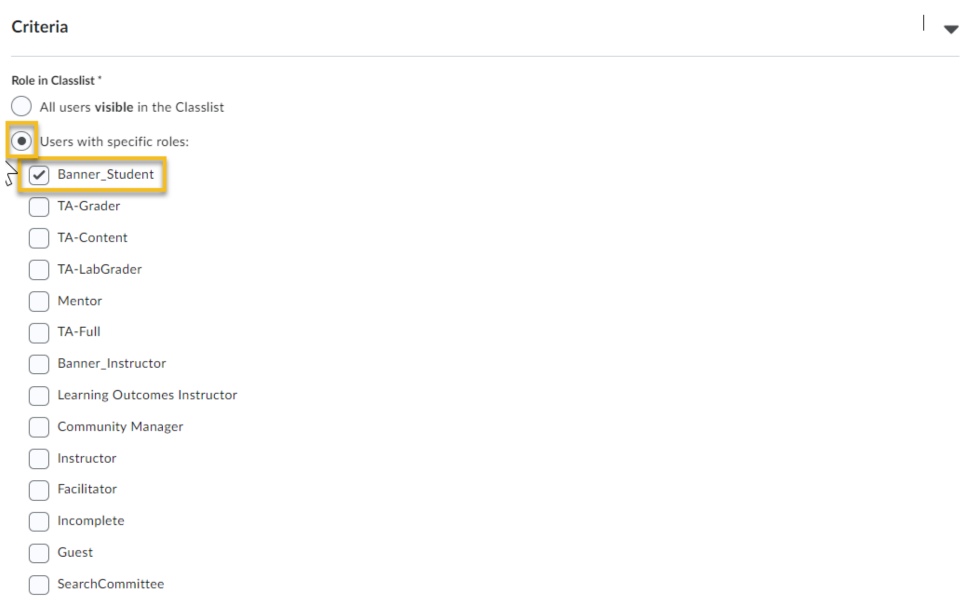



a. Enter the name of the Agent. When considering the name, realize that you could potentially have many Agents, so you may want to think about some kind of naming convention, such as "Assignment 1: No Submission," "Assignment 1: Passing Score," etc.
b. This description area is just for you as the instructor. Include whatever will help you remember what this agent is for.
c. Consider using categories. For example, you may choose to categorize by type of activity (e.g., discussion, assignments, quiz, content) or type of email (e.g., warning, kudos).
d. Check this box so the Agent will be "enabled" or "live." You can control when the Agent runs in step "e."
e. Click the action arrow to open the Scheduling section and choose how often you want the Agent to run. NOTE: If you choose **No Schedule**, you can run the Agent manually whenever you choose. If you choose any other option, you will then enter details including when, what time, how often, and a date range for when the agent runs. For example, a daily setup looks like this:



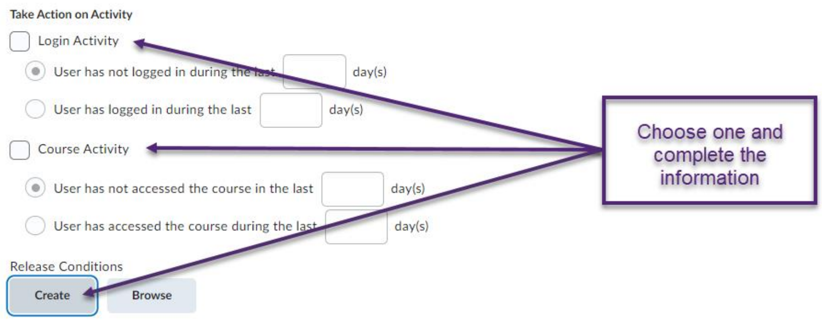

f. The criteria section has two parts: "Role in Classlist" and "Take Action on Activity."

i. Role in Classlist: Generally, the one you will pick is Banner Student, but as you can see, you have other choices:

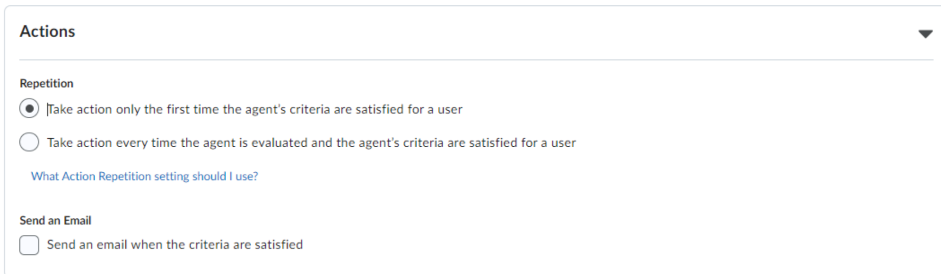



ii. Take Action on Activity: Technically, you can choose more than one of these things at a time, but that can get complicated. Generally, you will select either the checkbox next to "Login Activity," which refers to the entire iLearn system, or the checkbox next to "Course Activity," which refers to the specific course you are in at the time. For either of these, you will choose either logged in or hasn't logged in as the action/inaction, and enter the number of days you wish.

Usually, though, you will choose to "Create" a Release Condition -- follow this link for details on how to create a Release Condition.

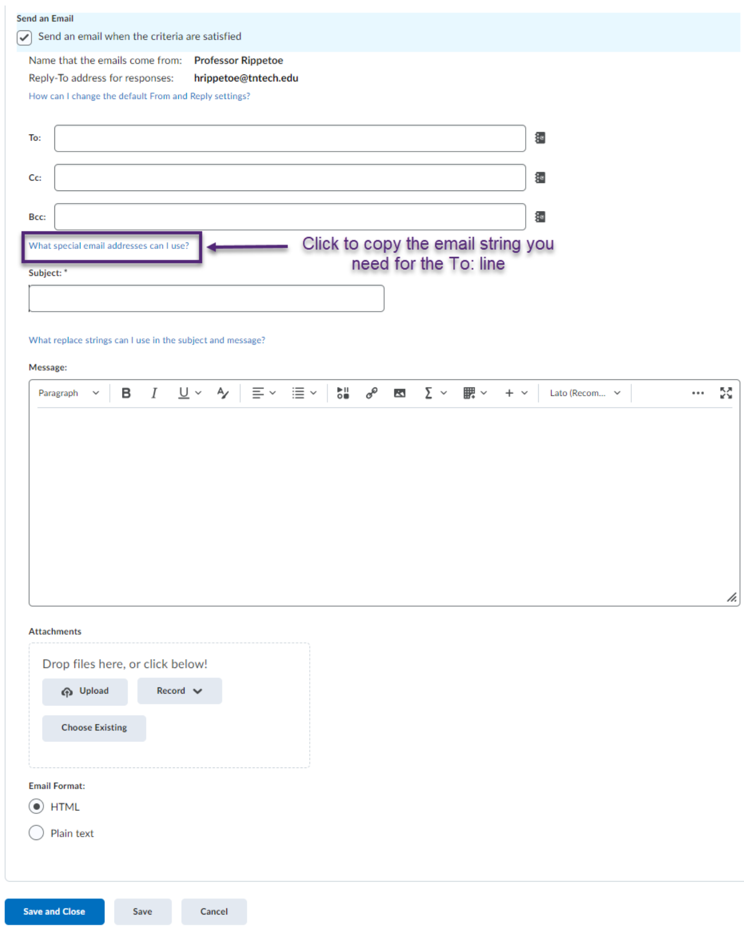



g. Finally, the “Actions” section is where you add your email. When you first open the “Actions” submenu it looks like this:



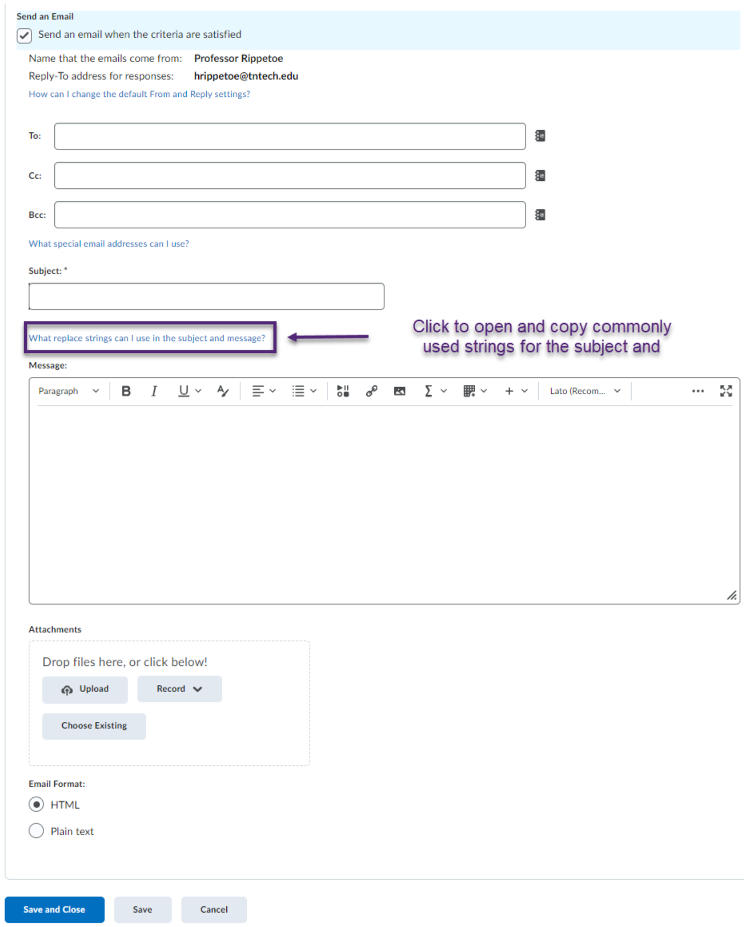

My suggestion for “Repetition” is to keep the radio button selection at “Take action only the first time the agent’s criteria are satisfied for a user,” simply because less can be more and we don’t want to inundate students with emails.

Notice that you need to check the checkbox next to “Send an email when the criteria are satisfied.” When you do, the submenu opens further to look like this:

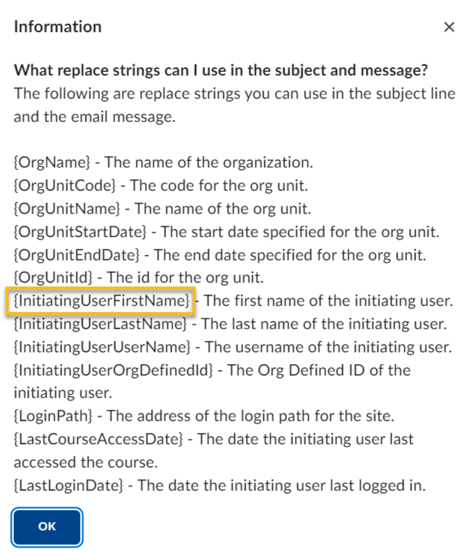



First, I recommend you click the "What special email addresses can I use?" which I've put a box around in the image above. This opens a pop-up window where you can copy the "{InitiatingUser}" string. Paste this string into the "To:" area so it looks like this:

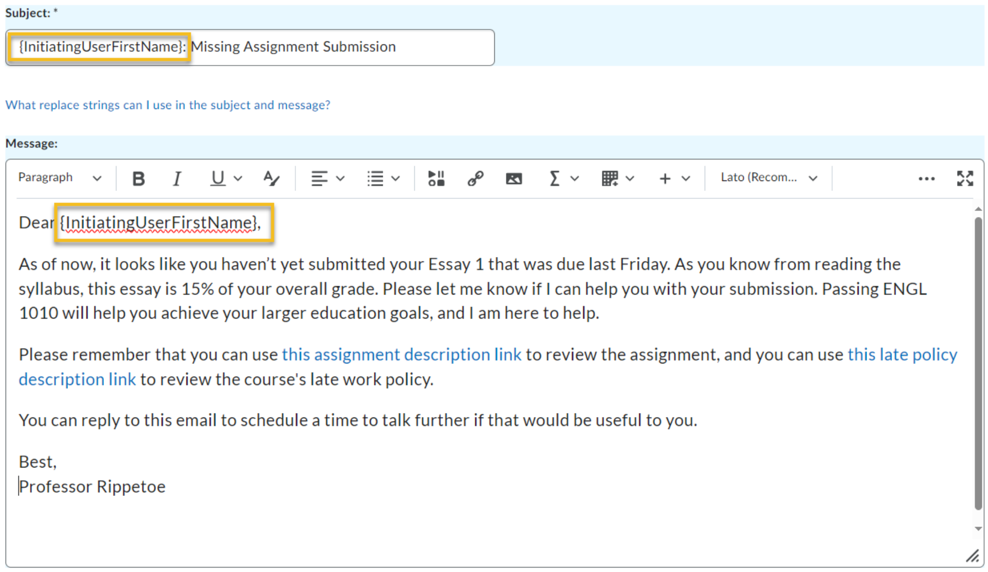

Next, I recommend clicking the "What replace strings can I use in the subject and message?" link seen here:



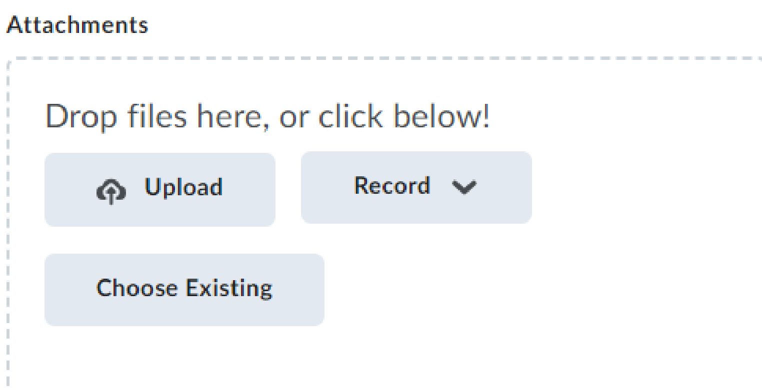

This will open a pop-up menu that you can copy from. I've put a gold box around the most commonly used string:



You will want to copy any strings you wish to use and paste them in the subject and/or body of the text. Here's a sample email where I use {InitiatingUserFirstName} in both the subject and in the email:




NOTE: you can also include attachments and an audio or video note:




Finally, remember to click **Save and Close**!