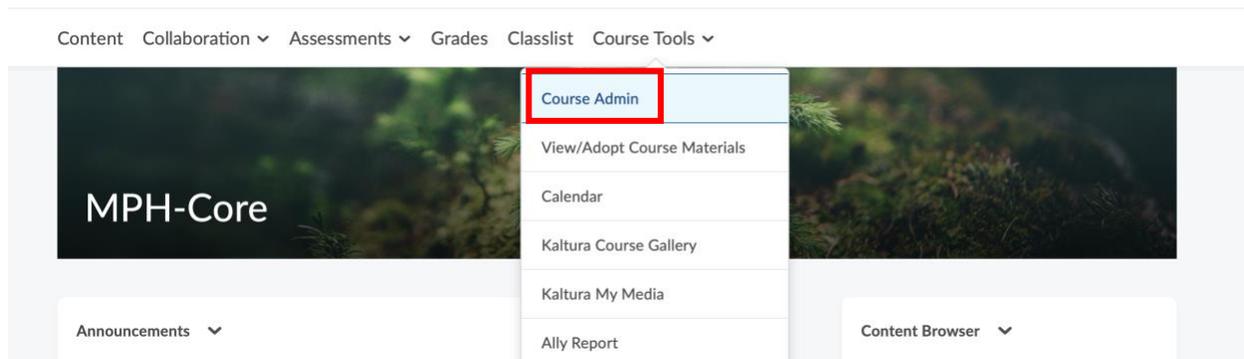


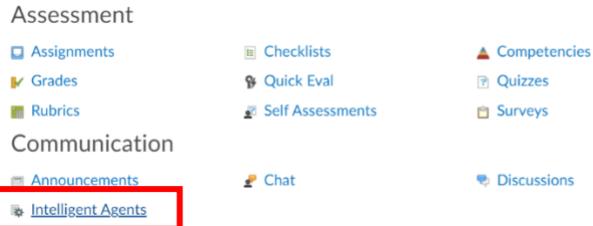
Intelligence Agents Features within iCollege

To Set Up Intelligent Agents for your course in iCollege

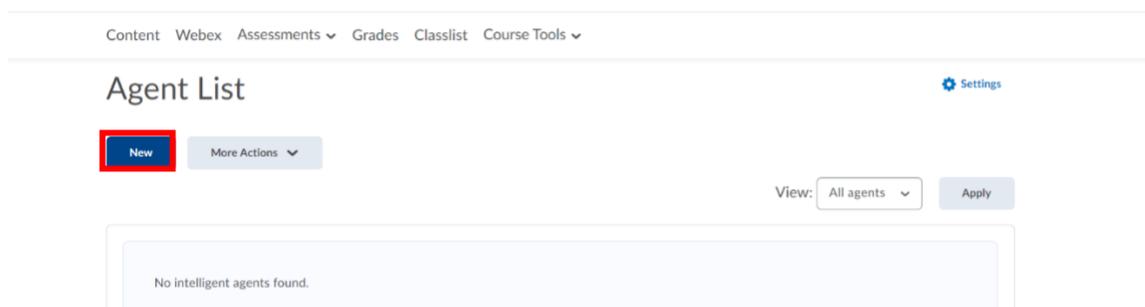
1. Go to the course in iCollege - click **Course Tools**.
2. Select **Course Admin**.



3. Under Communication click **Intelligence Agents**.



4. Select **New**.



To Create a Reminder Email for Students that Have Not Visited the Course in “X” Days

1. Enter the name of the rule in the box under Agent Name.
2. Enable the agent.

Intelligent Agents > New Agent

New Agent

Agent Name: *

5 Day Rule

[Edit Description](#)

Status:

Agent is enabled

3. Under step 1 Criteria.
4. Under Role in Classlist you can choose to send it to all students in the Classlist.
5. Under Course Activity, check the box next to **Take action when the following course activity is satisfied:**
6. Choose **User has not accessed the course in the last _ day(s).**
7. Type in **5** as per the rule.

1. Criteria

1 Role in Classlist

All users visible in the Classlist

Users with specific roles:

Login Activity

Take action when the following login activity is satisfied:

User has not logged in during the last 5 day(s)

User has logged in during the last day(s)

2 Course Activity

Take action when the following course activity is satisfied:

3 User has not accessed the course in the last 5 4 day(s)

User has accessed the course during the last day(s)

Release Conditions

[Attach Existing](#) [Create and Attach](#) [Remove All Conditions](#)

There are no conditions attached to this item.

[Save and Close](#) [Save](#) [Cancel](#)

Note: Choose Course Activity over Login Activity, so that it is specific to your course. Login Activity will send a notice to the student if they have not logged into iCollege in 5 days instead of tracking log in for your specific course.

8. Under step 2, for **Repetition** – indicate when the action should be taken.

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?

9. Under **Send an Email** – click the box next to Send an email when the criteria are satisfied.
10. Under **To** - type in {InitiatingUser}.

11. Fill in the Subject. For example, "Checking in".
12. Type in the email message you would like to send. For the system to generate the student's first name, type in {InitiatingUserFirstName}.

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: donotreply@gastate.view.usg.edu
 Reply-To address for responses: donotreply@donotreply.view.usg.edu
[How can I change the default From and Reply settings?](#)

To: * {InitiatingUser}

Cc:

Bcc:

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

Subject: * Checking in

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

Message:

Dear {InitiatingUserFirstName},

13. Under step 3, you can choose how often and the window of time you want to update.
14. Check the box next to Use Schedule.
15. Click **Update Schedule** and set a schedule for how often the action should be taken.
16. Click **Save and Close**.

3. Scheduling

Use Schedule
 No schedule defined
 Next Run Date: No schedule defined

[What does an agent's Schedule determine?](#)

Update Agent Schedule ×

Repeats:

Repeats Every: *
 day(s)

Schedule Dates:
 Has Start Date
 Has End Date

To Create Automated Communication Based on a Score

1. Create a new Intelligent Agent using the steps from the first page above.
2. Under Criteria 1, make sure Login Activity and Course Activity are unchecked.
3. Click on **Create and Attach** under Release Conditions.

1. Criteria

Role in Classlist

- All users visible in the Classlist
 Users with specific roles:

Login Activity

- Take action when the following login activity is satisfied:
- User has not logged in during the last day(s)
 User has logged in during the last day(s)

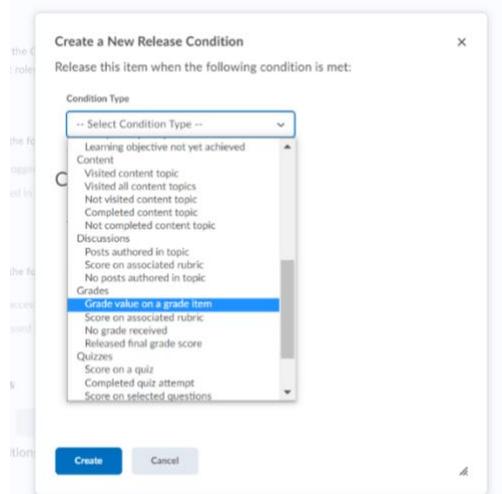
Course Activity

- Take action when the following course activity is satisfied:
- User has not accessed the course in the last day(s)
 User has accessed the course during the last day(s)

Release Conditions

There are no conditions attached to this item.

4. Click **Select a Condition Type**.
5. Select your condition. For this example, I selected **Grade value on a grade item**.



6. Fill in your Condition Details.
7. Under Grade Item choose the item and the score. For this example, I chose to set up the Intelligent Agent for students that scored a 70 or below on the Mid-Term Exam.
8. Click **Create**.

Create a New Release Condition

Release this Item when the following condition is met:

Condition Type
Grade value on a grade item

Condition Details

Grade Item
Mid-Term Exam

Criteria:
<=

Grade
70 %

Create Cancel

- Choose the email that you would like to send to students. Under **step 2**, for **Repetition** – indicate when the action should be taken.

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?

- Under **Send an Email** – click the box next to Send an email when the criteria are satisfied.
- Under **To** - type in {InitiatingUser}.
- Fill in the Subject. For example, “Checking in”.
- Type in the email message you would like to send. For the system to generate the student’s first name, type in {InitiatingUserFirstName}.

Send an Email

Send an email when the criteria are satisfied

Name that the emails come from: donotreply@gastate.view.usg.edu
Reply-To address for responses: donotreply@donotreply.view.usg.edu
How can I change the default From and Reply settings?

To: {InitiatingUser}

Cc:

Bcc:

What special email addresses can I use?

Subject: Checking in

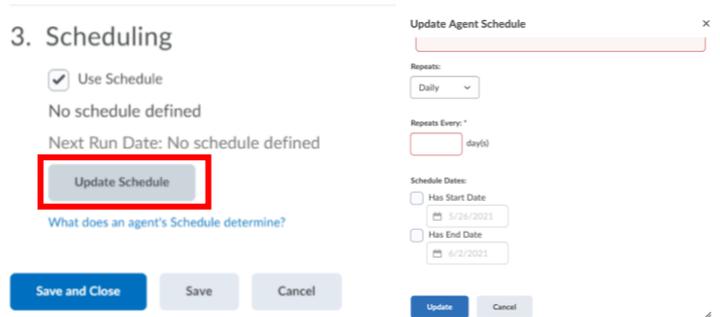
What replace strings can I use in the subject and message?

Message:

Dear {InitiatingUserFirstName},

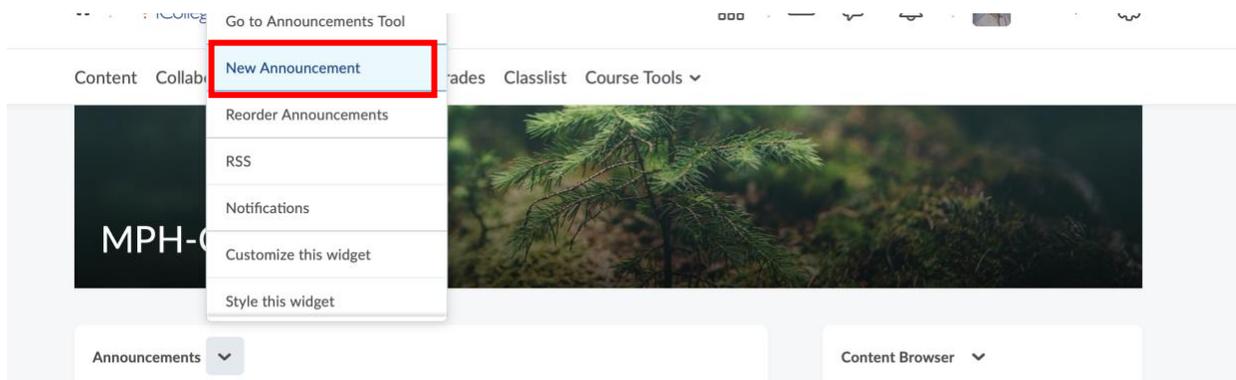
Save and Close Save Cancel

- Under **step 3**, you can choose how often and the window of time you want to update.
- Check the box next to Use Schedule.
- Click **Update Schedule** and set a schedule for how often the action should be taken.
- Click **Save and Close**.



To Personalize Announcements in iCollege

1. Go into the course homepage in iCollege.
2. Go to **Announcements**.
3. Press on the arrow down and select **New Announcement**.



4. Start the message with Dear {firstname}, (*do not enter a space between first and name*)
5. Write your message and **Publish**.

