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.

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.

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

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\}.

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.
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.

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

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

14. Under step 3, you can choose how often and the window of time you want to update.
15. Check the box next to Use Schedule.
16. Click Update Schedule and set a schedule for how often the action should be taken.
17. 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.