**Using Intelligent Agents Part 2 in D2L (Start at Step 9)**

1. In D2L, select the course you intend to edit.

2. On the Navigation bar, select **Edit Course**.

3. Click on **Intelligent Agents**. Intelligent Agent can automate your student communications.
4. Click **New**. You can create as many Intelligent Agents as you need.

5. Enter a **Name** and description (optional) and then select the Status check box to make sure **Agent is enabled**.

6. Login Activity: action will be taken when students have or have not logged in to Desire2Learn. Select **Take action when the following login criteria are satisfied** and then select **one of the two options** and enter a numeric value for day(s).
7. Course Activity: actions will be taken when students have or have not logged in to your specific course. Select **Take action when the following login criteria are satisfied** and then select one of the two options and enter a numeric value for day(s).

8. Release Conditions: actions will be taken when students have or have not met specific conditions in your course. Select **Create and Attach** and then select appropriate **Condition Type** from the dropdown menu. Any one of the various condition types can be selected and you can customize the details of the condition type.
9. Determine whether to take action one time or many times. Select an Action Repetition option. **First Time**: useful for actions that only happen once in your course. **Every Time**: useful for actions that happen multiple times in your course. Enable Use Schedule and then select Update Schedule.

10. The schedule determines how often the Agent will run. Adjust the parameters under Update Agent Schedule and then click Update.
11. To construct the email that will be sent when the criteria are met, select **What special email address can I use.**

12. Copy `{InitiatingUser}`.
13. Paste \{InitiatingUser\} and CC or BCC yourself so you have a record of all Intelligent Agent communications. Enter an Email Subject. Click What replace strings can I use in the subject and message to access a list of strings to customize the email.

Intelligent Agents take time initially, but can save much more time throughout the semester. Please refer to the D2L: Intelligent Agents Part 2 video for further explanation. You should now be able to specify a schedule, construct an email and use special strings to customize email using Intelligent Agents.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.