



Course Agents – Version 8.1

For Instructors and Admin Users

This tutorial will review Course Agents.

Agents are located on the left-hand navigation panel of each course for faculty/instructor users. These notification Agents help instructors monitor their students' assignments, login activity, attendance, etc.. This tool sends automatic reminders, notifies students of late assignments, and even sends messages when students complete a certain percentage of a course or fall below a set average for a course. Instructors may also set agents to remind students of upcoming or overdue assignments, gradebook changes, and they may create agents to be notified of student inactivity. Once the agents have been created they may be edited and/or deleted.

To access the Agents tool users should select a course by selecting the Courses tab, selecting a course, and clicking on the hyperlink to visit the course homepage. The Agents tool may also be used in Communities. To select a community, users should select the Communities tab, and select a community to visit by clicking on the hyperlink to visit the community homepage. The Agents tool can be accessed on either page by selecting the Agents hyperlink on the left-hand navigation panel.

Users may select from the following menu tab options; Scheduled Tasks, Threshold Alerts, and Content Alerts.

Scheduled Tasks:

To schedule tasks, instructors begin by selecting the menu tab option titled Scheduled Tasks. From the blue Scheduled Tasks title bar select the Green “Add New” plus sign.

Scheduled Tasks>Add Scheduled Task

Once the Green “Add New” plus sign has been selected, Instructors will be directed to the Add Scheduled Task page. From here Instructors are able to complete the following fields:

1. **Sub Type:** From the drop down Instructors will choose from one of the three Scheduled Tasks options including *Assignment Due Reminder*, *Assignment Overdue Alert* and *Participation Monitor Alert*.

a. **Assignment Due and Overdue Alerts** will notify students of upcoming or overdue assignments, or serve as reminders for instructors. To create an *Assignment Due Reminder* or an *Assignment Overdue Alert*, instructors should select the Sub Type option from the drop down menu and fill in the following required fields:

- i. Title (name of the alert)
- ii. Action Date (date the alert is sent)
- iii. Action Time (time the alert is sent)
- iv. Assignment (which displays all Gradebook Assignments for the course)
- v. *Send to Student (alert messages may be sent to students)
- vi. *Send Summary to Instructor (summary of students may be sent to instructor)
- vii. *Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- viii. Add Recipients (include users other than course students and instructor. *optional)
- ix. Subject (title of email sent to students)
- x. Message (body of email sent to students)
- xi. Start Date (date alert begins)
- xii. End Date (date alert ends)
- xiii. **Save** (all changes MUST be saved before proceeding)

b. **Participation Monitor Alerts** notify the student and/or instructor if the student has not logged in for a certain number of days. To create a *Participation Monitor Alert*, instructors should select the Sub Type option in the drop down menu and fill in the following required fields:

- i. Title (name of the alert)
- ii. Recurrence (Daily, Weekly, on Date)
- iii. Action Time (time the alert is sent)
- iv. Number of Days without Participation (choose the number of days of nonparticipation need for alert)
- v. Send Summary to Instructor (summary of students may be sent to instructor)

- vi. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- vii. Additional Recipients (include users other than course students and instructor. *optional)
- viii. Subject (title of email sent to students)
- ix. Message (body of email sent to students)
- x. Start Date (date alert begins)
- xi. End Date (date alert ends)
- xii. **Save** (all changes MUST be saved before proceeding)

Threshold Alerts:

To create a Threshold Alert, instructors begin by selecting the menu tab option titled Threshold Alerts. From the blue Threshold Alerts title bar select the Green “Add New” plus sign.

Threshold Alerts>Add Threshold Alert

Once the Green “Add New” plus sign has been selected, Instructors will be directed to the Add Threshold Alert page. From here Instructors are able to complete the following fields:

1. **Sub Type:** From the drop down Instructors will choose from one of the five Threshold Alerts options including *Login Activity*, *Attendance Alert*, *Lesson Progress*, *Gradebook Progress* and *Running Average*.
 - a. **Login Activity Alerts** allow Instructors to send an alert to inactive students based on the specified number of days set by the instructor in the alert. To create a *Login Activity Alert* the instructor should select the Login Activity option from the Sub Type drop down menu. Instructors should enter the following required information:
 - i. Title (name of the alert)
 - ii. Threshold (this specifies the number of days the student must be inactive before the alert is sent)
 - iii. Recurrence (weekly, daily, or once on the date the student becomes inactive)
 - iv. Action Time (time the alert is sent)
 - v. Send to Students (alert messages may be sent to students)
 - vi. Send Summary to Instructors (summary of students may be sent to instructor)

- vii. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- viii. Additional Recipients (include users other than course students and instructor. *optional)
- ix. Subject (title of email sent to students)
- x. Message (body of email sent to students)
- xi. Start Date (date alert begins)
- xii. End Date (date alert ends)
- xiii. Save** (all changes MUST be saved before proceeding)

b. **Attendance Alerts** allow Instructors to send an alert to those students who have been absent a specified number of days set by the instructor in the alert. To create an *Attendance Alert* the instructor should select the Attendance Alert option from the Sub Type drop down menu. **Note:** Attendance is marked by the instructor in the Gradebook Attendance Tracker. Instructors should enter the following required information:

- i. Title (name of the alert)
- ii. Threshold (this specifies the number of days the student has been absent before the alert is sent)
- iii. Recurrence (weekly, daily, or once on the date the student reaches the number of absents selected)
- iv. Action Date (date the alert is sent)
- v. Action Time (time the alert is sent)
- vi. Send to Students (alert messages may be sent to students)
- vii. Send Summary to Instructor (summary of students may be sent to instructor)
- viii. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- ix. Additional Recipients (include users other than course students and instructor. *optional)
- x. Subject (title of email sent to students)
- xi. Message (body of email sent to students)
- xii. Start Date (date alert begins)
- xiii. End Date (date alert ends)
- xiv. Save** (all changes MUST be saved before proceeding)

c. **Lesson Progress** notifies instructors and students of student progress in course lessons. To create a *Lesson Progress* alert instructors should

select the Lesson Progress option from the Sub Type drop down menu. Instructors should enter the following required information:

- i. Title (name of the alert)
- ii. Threshold Operator (choose to send the alert when the lesson progress is less than, less than or equal to, more than, more than or equal to, equal to, or not equal to a set percentage)
- iii. Threshold (the percentage associated with the Threshold Operator)
- iv. Recurrence (Daily, Weekly, on Date)
- v. Action Date (date the alert is sent)
- vi. Action Time (time the alert is sent)
- vii. Send to Students (alert messages may be sent to students)
- viii. Send Summary to Instructors (summary of students may be sent to instructor)
- ix. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- x. Additional Recipients (include users other than course students and instructor. *optional)
- xi. Subject (title of email sent to students)
- xii. Message (body of email sent to students)
- xiii. Start Date (date alert begins)
- xiv. End Date (date alert ends)
- xv. **Save** (all changes MUST be saved before proceeding)

- d. **Gradebook Progress** alerts allow instructors to be notified of student progress in courses and students to be notified of their progress in courses based on the number of graded items in the course Gradebook. To create a Gradebook Progress alert, Instructors should select the Gradebook Progress option from the Sub Type drop down menu. Instructors should enter the following required information:

- i. Title (name of the alert)
- ii. Threshold Operator (choose to send the alert when the gradebook progress is less than, less than or equal to, more than, more than or equal to, equal to, or not equal to a set percentage)
- iii. Threshold (the percentage associated with the Threshold Operator)
- iv. Recurrence (Daily, Weekly, on Date)

- v. Action Date (date the alert is sent)
- vi. Action Time (time the alert is sent)
- vii. Send to Students (alert messages may be sent to students)
- viii. Send Summary to Instructors (summary of students may be sent to instructor)
- ix. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- x. Additional Recipients (include users other than course students and instructor. *optional)
- xi. Subject (title of email sent to students)
- xii. Message (body of email sent to students)
- xiii. Start Date (date alert begins)
- xiv. End Date (date alert ends)
- xv. **Save** (all changes MUST be saved before proceeding)

- e. **Running Average** alerts notify instructors and students of students' running average for the course. To create a Running Average alert, Instructors should select the Running Average option from the Sub Type drop down menu. Instructors should enter the following required information:

- i. Title (name of the alert)
- ii. Threshold Operator (choose to send the alert when the running average is less than, less than or equal to, more than, more than or equal to, equal to, or not equal to a set percentage)
- iii. Threshold
- iv. Recurrence (Daily, Weekly, on Date)
- v. Action Date (date the alert is sent)
- vi. Action Time (time the alert is sent)
- vii. Send to Students (alert messages may be sent to students)
- viii. Send Summary to Instructors (summary of students may be sent to instructor)
- ix. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
- x. Additional Recipients (include users other than course students and instructor. *optional)
- xi. Subject (title of email sent to students)
- xii. Message (body of email sent to students)
- xiii. Start Date (date alert begins)
- xiv. End Date (date alert ends)

- xv. **Save** (all changes MUST be saved before proceeding)

Content Alerts:

To create a Content Alert, instructors begin by selecting the menu tab option titled Content Alerts. From the blue Content Alerts title bar select the Green “Add New” plus sign.

Content Alerts>Add Content Alert

Once the Green “Add New” plus sign has been selected, Instructors will be directed to the Add Threshold Alert page. From here Instructors are able to complete the following fields:

1. **Sub Type:** From the drop down Instructors will choose the Grade Change alert from the Sub Type drop down menu. Instructors should enter the following required information:
 - a. Grade Change alerts notify students when a grade has been changed in the gradebook. To create a Grade Change alert, Instructors should select the Grade Change option from the Sub Type drop down menu. Instructors should enter the following required information:
 - i. Title (name of the alert)
 - ii. Gradebook Item (choose the gradebook item in which the grade has been changed)
 - iii. Send to Students (alert messages may be sent to students)
 - xiii. Send Summary to Instructors (summary of students may be sent to instructor)
 - xiv. Send Summary to TA (Teaching Assistant) (summary of students may be sent to the TA)
 - iv. Additional Recipients (include users other than course students and instructor. *optional)
 - v. Subject (title of email sent to students)
 - vi. Message (body of email sent to students)
 - vii. Start Date (date alert begins)
 - viii. End Date (date alert ends)
 - ix. **Save** (all changes MUST be saved before proceeding)

This ends the Agents tutorial.