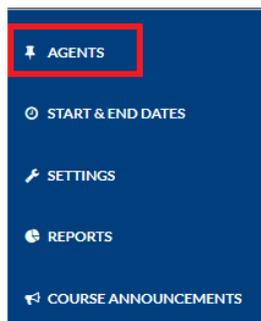


How to Setup Agent Notifications

Agent Notifications

Notification agents can be setup in Courses/Trainings and Communities by admins or instructors to remind users of Scheduled Tasks, Threshold Alerts and Content Alerts.

1. **Login** to Edvance360
2. Navigate to **Courses/Trainings** > desired **Course** > scroll down to **Agents**



3. Select desired **Agent type**: Scheduled Tasks, Threshold Alerts or Content Alerts

Agents

Scheduled Tasks



Threshold Alerts



Content Alerts



4. Agent Notification additional features

- Logs (): information on agent notifications
- Edit (): select to edit agent notifications
- Delete () select to delete agent notification

5. Select green plus sign to add **Scheduled Tasks**

Agents

Scheduled Tasks



A new window will open with the Scheduled Tasks alert options

- Sub Type: From the drop down Instructors will choose from one of the three Scheduled Tasks options: Assignment Due Reminder, Assignment Overdue Alert, or Participation Monitor Alert and Recertification Reminder. Note: The options change according to the Sub Type selected.
- Agent Notifications can be sent to:
 - Students
 - Summary to Instructor
 - Summary to Teaching Assistants (TAs)
 - Additional Recipients (Enter email address, separate by comma)
- Enter/Select desired information for the remaining options.

Note: In Version 8.1.2, eLearning program directors can create an Agent to automatically remind learners to recertify in 30, 60, 90, and approximately one year after completing the course. This reminder will run even if the course the learner had previously completed is set to “inactive” or the user is set to “alumni”.

6. Select green plus sign to add **Threshold Alerts**

Threshold Alerts



A new window will open with the Threshold Alert options

- Sub Type: From the drop down Instructors will choose one of the following options: Login Activity, Attendance Alert, Lesson Progress, Gradebook Progress, or Running Average. Note: The options change according to the Sub Type selected.
- Agent Notifications can be sent to:

QuickStart Guide: How to Setup Agent Notifications

- Students
- Summary to Instructor
- Summary to Teaching Assistants (TAs)
- Additional Recipients (Enter email address, separate by comma)
- Enter/Select desired information for the remaining options.

7. Select green plus sign to add **Content Alerts**

Content Alerts



- Sub Type: From the drop down Instructors will choose one of the following options: Grade Change, Test Graded or Gradebook Item Empty. Note: The options change according to the Sub Type selected.
- Agent Notifications can be sent to:
 - Students
 - Summary to Instructor
 - Summary to Teaching Assistants (TAs)
 - Additional Recipients (Enter email address, separate by comma)
- Enter/Select desired information for the remaining options.