

# CREATE AN INTELLIGENT AGENT

Use intelligent agents to monitor login activity, course activity, and release conditions in your course. This tutorial shows how to create an intelligent agent.

When you create an intelligent agent you need to determine:

- Criteria for which the agent looks
- Content of the agent's email notification
- Frequency at which the agent runs and takes action

This example will guide you through creating an intelligent agent that notifies learners to access their course if they have not logged in within the last 5 days.

## Step 1.

From the **Agent List**, click **New**.

## Step 2.

Enter a **name** for your agent.

## Step 3.

Enter a **description**. These additional details will display on the agent list page.

## Step 4.

In the **Status** section, ensure **Agent is enabled** is selected so the agent is enabled upon creation.

## Step 5.

Next, specify the agent criteria. For this example, we want the agent to contact learners who have not logged in within the last 5 days. Under **Login Activity**, select **Take action when the following login criteria are satisfied**.

## Step 6.

Select **User has not logged in for atleast** and fill in **5** in the empty field. Step 5 and 6 can be modified to your own needs depending on what kind of agent you want to create.

## Step 7.

In the **Agent Action** section, we will set the action repetition and schedule. For this example, under **Action Repetition**, select **Take action every time the agent is evaluated and the agent's criteria are satisfied for a user**. Again, this section can be tailored to your own needs.

## Step 8.

If you want the agent to run on a schedule, under the **Schedule** section, select **Use Schedule** and click Update Schedule to define a schedule. From there, you set the **frequency of repetition** and the **start and end dates**.

**Step 9.**

Next, we will create the email sent when a learner satisfies the agent criteria. You can use special replace strings, which auto-populate content in the To, CC, BCC, Email Subject, and Message fields. Fill in the **required and desired fields** to create the email.

**Step 10.**

When you ready, click **Save and Close**. Your new **Intelligent Agent** is enabled and will send notifications to learners as necessary.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>