

## Sample Templates for Intelligent Agents

<b>Agent Name</b>	<b>Three weeks without access</b>
<b>Description</b>	The IA will send an email to the student (BCC instructor) to remind them that they have not accessed the module for three weeks. Learners will be advised that they are at risk of falling behind and asked to contact the instructor to discuss any issues that may be affecting their participation. They will also be directed to the class progress tool where they can view a summary of their content and learning activity completion.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> Take action when the following module activity criteria are satisfied: User has not accessed module for at least: <b>21 days</b></p> <p><b>Release Conditions</b> None</p>
<b>Agent Action</b>	Take action every time the agent is evaluated and the agent's criteria are satisfied for a user
<b>To:</b>	{InitiatingUser}
<b>CC:</b>	
<b>BCC:</b>	Instructors email address
<b>Subject</b>	Your module progress
<b>Contents</b> <i>HTML Editor</i>	<p>Dear {InitiatingUserFirstName},</p> <p>It seems that you haven't logged into your module on brightspace since {LastModuleAccessDate}.</p> <p>It's important that you check in to the module frequently so that you don't fall behind or miss important module content and announcements. Why not log in to the module today and see what you might have missed? You can access the module here: {LoginPath}.</p> <p>If you are having difficulty keeping up with your coursework and would like to discuss this with me personally, reply to this email and we can have a chat. You can also come see me personally during my office hours.</p>
<b>Scheduling</b>	<b>Repeat</b> daily, every <b>1 day</b> , <b>start date</b> = 02/09/2019, <b>end date</b> = 22/12/2019

<b>Agent Name</b>	<b>No posts authored in discussion topic</b>
<b>Description</b>	This IA will send an email to learners (BCC instructor) who have not participated in the 'reviewing the literature' discussion board. It will run on Monday every week between October 6th and December 1st.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> N/A</p> <p><b>Release Conditions</b> Create &amp; Attach New Release Condition &gt; Condition Type = Discussions/No Post Authored in Topic &gt; Select Discussion &gt; Select 'no threads or replies'.</p>
<b>Agent Action</b>	Take action every time the agent is evaluated and the agent's criteria are satisfied for a user
<b>To:</b>	<b>{InitiatingUser}</b>
<b>CC:</b>	
<b>BCC:</b>	Instructors email address
<b>Subject</b>	It's time to share your thoughts in our module discussion board
<b>Contents</b> <i>HTML Editor</i>	<p>Dear <b>{InitiatingUserFirstName}</b>,</p> <p>As part of the module, there is a discussion currently underway on 'Reviewing the literature' that you have not yet posted in. It is important for your assessment in this module that you create a thread in this discussion as soon as possible, and that you reply to threads that have been created by other students in your group.</p> <p>Please access the discussion forum and post your responses as soon as you can. You can log into the module here: <b>{LoginPath}</b></p> <p>There are clear instructions contained within the discussion forum, but if you are having difficulty understanding what is expected of you, please feel free to send me an email.</p>
<b>Scheduling</b>	<b>Repeat</b> weekly, every <b>1 week</b> , <b>repeats</b> on: Monday, start <b>date</b> = 30/09/2019, <b>end date</b> = 22/12/2019.

<b>Agent Name</b>	<b>Low Quiz Score</b>
<b>Description</b>	The IA will send an email to students (BCC Instructor) if they score less than 50% in the first class quiz. It will direct them towards revision materials on the module homepage and encourage them to reach out to the instructor if they are having difficulty with the module material. This will run automatically the day after the quiz completion due date.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> N/A</p> <p><b>Release Conditions</b> Create &amp; Attach New Release Condition &gt; Condition Type = Quizzes/ Score on Quiz &gt; select quiz &gt; Criteria is &lt; 50%</p>
<b>Agent Action</b>	Take action only the first time the agent's criteria are satisfied for a user
<b>To:</b>	{InitiatingUser}
<b>CC:</b>	
<b>BCC:</b>	Instructor's email address
<b>Subject</b>	Your result on Quiz 1
<b>Contents</b> <i>HTML Editor</i>	<p>Dear {InitiatingUserFirstName},</p> <p>Thanks for completing our first module quiz last week. I note that you received less than 50% on this attempt. As I'm sure you'll be aware, each quiz is only worth 10% of your final grade, so this outcome won't have a huge impact on your final result. However, it's important that you show some improvement in the remaining three quizzes scheduled for this semester.</p> <p>I'd like to encourage you to review the revision materials contained in the content area for each respective quiz, and also to get in touch with me (either by email or during my office hours) if you are having any difficulty with the module content. Let's work together to make sure that you achieve a higher score next time around.</p>
<b>Scheduling</b>	<b>Repeat</b> daily, every <b>1 day</b> , start <b>date</b> = 13/10/2019, end <b>date</b> = 13/10/2019.

<b>Agent Name</b>	<b>Earned 80% or higher on quiz 1</b>
<b>Description</b>	The IA will send a congratulatory email to students (BCC Instructor) if they score 80% or higher in the first class quiz. This will run automatically the day after the quiz completion due date.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> N/A</p> <p><b>Release Conditions</b> Create &amp; Attach New Release Condition &gt; Condition Type = Quizzes/ Score on Quiz &gt; select quiz &gt; Criteria is &gt;=80%</p>
<b>Agent Action</b>	Take action only the first time the agent's criteria are satisfied for a user
<b>To:</b>	{InitiatingUser}
<b>CC:</b>	
<b>BCC:</b>	Instructor's email address
<b>Subject</b>	Congratulations on your quiz score
<b>Contents</b> <i>HTML Editor</i>	<p>Hi {InitiatingUserFirstName},</p> <p>Everyone should be recognized for their outstanding efforts, and you did exceptionally well in our first class quiz.</p> <p>Keep up the good work!</p>
<b>Scheduling</b>	<b>Repeat</b> daily, every <b>1 day</b> , start <b>date</b> = 13/10/2019, end <b>date</b> = 13/10/2019.

<b>Agent Name</b>	<b>Decline in Learner Quiz Scores</b>
<b>Description</b>	The IA will send an email (BCC Instructor) to student who have scored highly in quiz one (60% - 100%) but comparatively poorly in quiz two (0% - 50%). It will direct them towards revision materials on the module homepage and encourage them to reach out to the instructor if they are having difficulty with the module material. This will run automatically the day after the completion of quiz two.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> N/A</p> <p><b>Release Conditions</b> <i>Attach two release conditions</i></p> <p>Create &amp; Attach New Release Condition &gt; Condition Type = Quizzes/ Score on Quiz &gt; select quiz 1 &gt; Criteria is: between 60% and 100%</p> <p>Create &amp; Attach New Release Condition &gt; Condition Type = Quizzes/ Score on Quiz &gt; select quiz 2 &gt; Criteria is: between 0% and 50%</p>
<b>Agent Action</b>	Take action only the first time the agent's criteria are satisfied for a user
<b>To:</b>	<b>{InitiatingUser}</b>
<b>CC:</b>	
<b>BCC:</b>	Instructor's email address
<b>Subject</b>	I noticed a dip in your quiz scores
<b>Contents</b> <i>HTML Editor</i>	<p>Dear <b>{InitiatingUserFirstName}</b>,</p> <p>I couldn't help but notice that your score in quiz 2 was a little lower than what you had achieved in quiz 1.</p> <p>For our next assignment, you might spend more time reviewing the revision materials contained in the module's content area. Let's see if you can improve your score in quiz 3!</p> <p>Also, please feel free to get in touch (via email or during my office hours) if you would like to discuss your quiz result, or any difficulties you may have been having with the module content.</p>
<b>Scheduling</b>	<b>Repeat</b> daily, every <b>1 day</b> , start <b>date</b> = 04/11/2019, end <b>date</b> = 04/11/2019.

<b>Agent Name</b>	<b>Non-submission of assignment</b>
<b>Description</b>	This IA will send an email to learners (BCC instructor) who have failed to submit the 'essay plan' assignment on time. It will run on the day after the submission due date.
<b>Criteria</b>	<p><b>Role in classlist:</b> Users with specific roles: Student</p> <p><b>Login Activity:</b> N/A</p> <p><b>Module Activity:</b> N/A</p> <p><b>Release Conditions</b> Create &amp; Attach New Release Condition &gt; Condition Type = Assignments/No Submission to folder&gt; Select Assignment submission folder</p>
<b>Agent Action</b>	Take action only the first time the agent's criteria are satisfied for a user.
<b>To:</b>	<b>{InitiatingUser}</b>
<b>CC:</b>	
<b>BCC:</b>	Instructor's email address
<b>Subject</b>	<b>{InitiatingUserFirstName}</b> , it looks like you didn't submit your essay plan?
<b>Contents</b> <i>HTML Editor</i>	<p>Dear <b>{InitiatingUserFirstName}</b>,</p> <p>I noticed that you didn't manage to submit your essay plan assignment on time. The purpose of this email is inquire as to your reason for non-submission and to explain what options are available to you now.</p> <p>If you have reasonable grounds for not submitting on time - i.e. personal circumstances - please let me know. It might be possible to extend your due date.</p> <p>If not, you may still be able to submit, while incurring a late penalty.</p> <p>Get in touch with me by email, as soon as you can, and we can discuss what to do next.</p>
<b>Scheduling</b>	<b>Repeat</b> daily, every <b>1 day</b> , start <b>date</b> = 17/11/2019, end <b>date</b> = 17/11/2019.