

# PAWS EXPLORED: Automation through Personalization in D2L

Online Improvement Workshop

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Southwest Tennessee Community College

**Summer institute '25**

LOG INTO A PAWS MC, PLEASE!



# Agenda

- ▶ 1:00p – 1:10p Introduction, Expectations and Set-up
- ▶ 1:10p—1:35 Roundtable: Panelists discuss their experiences using the “unknown” functions within the PAWS infrastructure.
  - ▶ **TECH CHECK – Make Sure You Have Sandboxes or Active MCs**
- ▶ 1:40p – 2:15p Introduction/Overview to Manage Dates, Manage Files, Announcement Copy
- ▶ *2:15p-2:25p Break*
  - ▶ **TECH CHECK**
- ▶ **2:25-3:05ish Work Session**
- ▶ *3:05p-3:10p Break*
  - ▶ **TECH CHECK**
- ▶ 3:15p-3:40p Intelligent Agents Overview
- ▶ **3:40-4:?p Work Session**



**GOAL:**

INCREASING EASE OF USE THROUGH AUTOMATION and PERSONALIZATION IN PAWS/D2L TO INCREASE STUDENT ENGAGEMENT

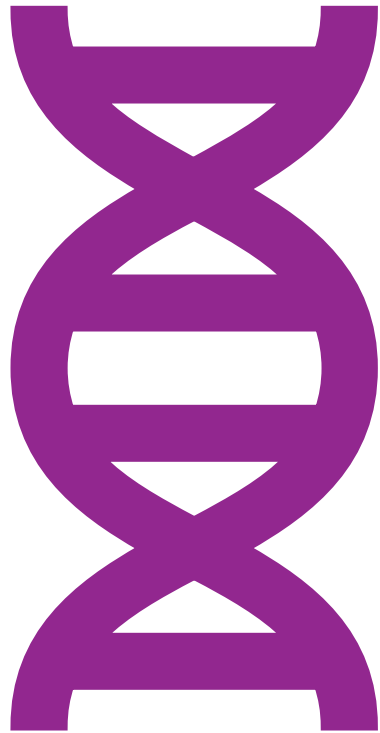




## Announcements, Introductions, Roundtable



Construction (upkeep)  
Cloning/Duplication  
Communication  
(consistent)



# Copying

(not Cloning)

## Playhouse Perks Program

Thomas King posted on Feb 12, 2024 2:32 AM • Edited

Southwest has a new opportunity with POTS for volunteer hours for fulfillment of TN Pro Report assignments!

POTS has volunteer usher spots for the season. Ushers show up an hour before programs, and help patrons find their seats show **for free**.

They have a program in place called **Usher** free tickets next season, as well as Play

their name in the program for all shows in the next season. It's also a great way to meet folks at Playhouse and learn a bit about POTS and other ways to get involved. Descriptions of the shows can be found at [playhouseonthesquare.org](https://playhouseonthesquare.org).

Please reach out to Savannah Miller if you have any questions!

**Savannah S. Miller (she/her)**

*House Manager / Volunteer Coordinator*

*Administrative Assistant*

**Playhouse on the Square**

901.937.6474

[volunteer@playhouseonthesquare.org](mailto:volunteer@playhouseonthesquare.org)

[Show All Announcements](#)

View

Edit

Pin to top

Delete

Copy

Copy to Other Courses

(POTS) for  
your Live Theatre

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and out

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ame tag and

# Copying announcements (Blast OFF!)

## Copy Announcement



### Playhouse Perks Program

(MC-OL) THEA1030 Introduction to Theater - T. King (HS.COMM.OL.THEA.1030.tking19)



Publish Announcement on Copy

Choose Destinations: 1/10

Search for a course



Semester ▼



Thomas King Sandbox

thomas.king.sandbox



(MC-OL) THEA1030 Introduction to Theater - T.  
HS.COMM.OL.THEA.1030.tking19



(MC-OL-4) THEA1030 Introduction to Theater -  
HS.COMM.OL-4.THEA.1030.tking19



(\*MC-OL-OER Grant) COMM2025 Fundamental  
HS.COMM.DC-OL-OER.COMM.2025.tking19



(MC-H) THEA2660 Introduction to Play Writing  
HS.COMM.H.THEA.2660.tking19



(MC-OL-10) THEA1030 Introduction to Theater  
HS.COMM.OL-10.THEA.1030.tking19



THEA-2015-201 - Acting II  
16495 202410

Clear

Search...



Fall Term 2016



Fall Term 2017



Fall Term 2018



Fall Term 2019



Fall Term 2020



Fall Term 2021



Fall Term 2022

Next





## Copy Announcement

### COFFEEHOUSE!!!

(MC-OL) THEA1030 Introduction to Theater - T. King (HS.COMM.OL.TI



Publish Announcement on Copy

Choose Destinations: 1/10

Search for a course



(MC-H) THEA2660 Introduction to Play Writing - T. King  
HS.COMM.H.THEA.2660.tking19



(MC-OL-10) THEA1030 Introduction to Theater - T. King  
HS.COMM.OL-10.THEA.1030.tking19



This Photo by Unknown Author is licensed under CC BY

# Announcements

New Announcement

More Actions ▾

Search For...

Show Search Options

Delete

<input type="checkbox"/>	Title
<input type="checkbox"/>	COFFEEHOUSE!!! ▾

Southwest Tennessee Community College  
Communications, Graphic & Fine Arts  
presents



Come to Coffeehouse!

Wednesday, April 10 at 5pm. In room C-195 on Macon Campus.

Copying  
announcements  
(Blast OFF!)



# Announcements

New Announcement

More Actions ▾

Search For...

Show Search Options

Delete

<input type="checkbox"/>	Title	Start Date
<input type="checkbox"/>	COFFEEHOUSE!!! ▾	Mar 31, 2025 12:01 AM

Southwest Tennessee Community College  
Communications, Graphic & Fine Arts  
presents



Come to Coffeehouse!

Wednesday, April 10 at 5pm. In room C-195 on Macon Campus.

Poetry, Prose and Performance open-mic night! Celebrate National Poetry Month.

***Extra Credit Opportunities***

- Come at 3pm to help set up/Stay after to clean up!
- Bring food or drink to share!
- Extra performances beyond the one you may be required to do for class.



# Course admin

Unlocking functionality





# Fostering Ease of Touchpoints

- Creating easier avenues of **construction** and **communication** through Course Admin

Manage Dates

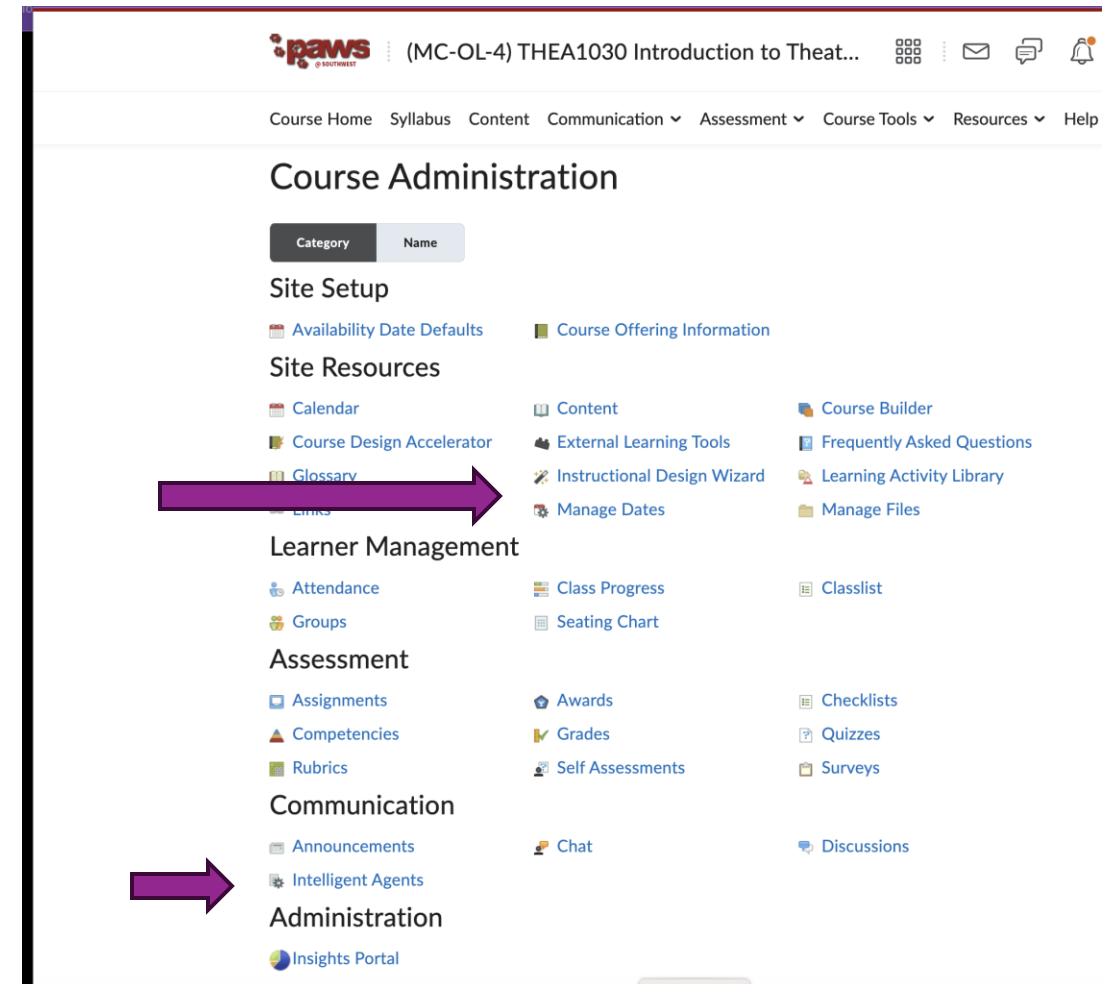
Intelligent Agents

Personalization



# COURSE ADMIN

- ▶ Where it all begins
- ▶ Two primary tools
  - Manage Files
  - Manage Dates
  - Intelligent Agents





# Manage Files

► Used to clean up your course and remove unnecessary files.

► Before we got the upgrade we were running out of storage space on our D2L servers.

► This was a quick way to clean out items that you no longer needed or used.

Name	Size	Type	Last Modified Date
<input type="checkbox"/> DramaticStructure.html	KB	Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> Lesson2Overview.html	4.16 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> MusicalOverview.html	3.86 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> MusicalTheaterUS.html	3.45 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> PlayProduction.htm	2.49 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> RequirementsMusicalDiversity.html	2.76 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> TheaterGenres.html	5.28 KB	Web Page	Oct 22, 2021 8:53 AM
<input type="checkbox"/> TheaterOfDiversity.html	3.38 KB	Web Page	Oct 22, 2021 8:53 AM

## The Play

### Objectives

The director must have something to direct; the actors must have something to perform; and the designer must have a guide to create scenes, costumes, light and sound. The "play" is usually the work that the creative artists use to work in collaboration to produce the theatrical experience. The play, a script or text, is considered the "blueprint" for the production. Usually, the director works in collaboration with other artists, the actors, actresses, designers, and other artists to use a play to create the theatrical experience. The play is usually written by a playwright; however, at times, a director or performer creates a script by compiling various literary forms. Readers Theater is noted for using various kinds of artistic works, such as prose, poetry, music, and dance to create a script for productions. Retired University of Memphis professor, Dr. Erma L. Clanton, was recognized during the 1970's for her Reader Theater Productions, **An Evening of Soul**, and later, **Root Rhymes and Righteous Times**. [Click here for more information about Dr. Erma Clanton](#). [Second Link for more information about Dr. E. Clanton](#).

*Lesson 2 will examine the different kinds of plays.*

### Reading Assignments -- Textbook

#### Chapter: Tragedy, Comedy, and Tragicomedy

- Various kinds of serious drama
- Various kinds of comedies
- Techniques of comedy

### Reading Assignment -- Teacher's Lecture Notes

- The Six Genres of Theater

### Reading Assignment -- Plays






- *Oedipus the King* by Sophocles
- *Death of a Salesman* by Arthur Miller

### Key Terms and Concepts

- Commedia dell'arte
- Tragedy
- Traditional Tragedy
- Modern Tragedy
- Heroic Tragedy
- Bourgeois or Domestic Drama
- Melodrama
- Comedy
- Tragicomedy
- Theater of the Absurd

# MANAGE DATES

- ▶ Allows you to change dates on Quizzes, Discussions, Assignments and Surveys quickly and easily from semester to semester
- ▶ Can modify Content and Announcements for release times
- ▶ Can set start and end dates for Intelligent Agents and Calendar Events
- ▶ No more having to go into each specific element to make manual changes. Do it from this dashboard!
- ▶ It can be sorted by the date columns as well!

 (MC-OL-4) THEA1030 Introduction to Theat...

Course Home Syllabus Content Communication ▾ Assessment ▾ Course Tools ▾ Resources ▾ He

## Manage Dates

Course Duration  
Course Start: Oct 22, 2021 8:51 AM Course End: -

Filter by Tool







☒ All  
☐ Specific Tools

☐ Announcements ☐ Assignments ☐ Calendar ☐ Checklist ☐ Content ☐ Discussions ☐ Grades ☐ Quizzes ☐ Survey

▶ [Show Advanced Filter Options](#)

[Apply Filter](#)

☐ [Bulk Edit Dates](#) [Bulk Offset Dates](#)

	Type	Name ▲	Due Date	Start Date	End Date	Days Available	Start/
<input type="checkbox"/>	Content Topic	 <a href="#">Acting in Everyday Life</a> ▾	-	-	-	-	
<input type="checkbox"/>	Content Module	 <a href="#">Additional Information</a> ▾	-	-	-	-	
<input type="checkbox"/>	Discussion Topic	 <a href="#">Ask Instructor or Classmate</a> (Help!) ▾	N/A	-	-	-	
<input type="checkbox"/>	Content Topic	 <a href="#">Assessment Tools</a> ▾	-	-	-	-	
<input type="checkbox"/>	Grade Category	 <a href="#">Assignments</a> ▾	N/A	-	-	-	
<input type="checkbox"/>	Content Topic	 <a href="#">Background and Expectation</a>	-	-	-	-	

Screenshot

ates

, 2021 8:51 AM Course End: -

☒ Assignments ☐ Calendar ☐ Checklist ☐ Content ☒ Discussions ☐ Grades ☒ Quizzes ☐ Survey

Filter Options

tes Bulk Offset Dates

Name ^	Due Date	Start Date	End Date	Days Available	Start/En
Ask Instructor or Classmate (Help!) ▼	N/A	-	-	-	
Creative Final Project ▼	11/28/2021 11:59 PM ✕	-	-	-	
Critique of a Play Video ▼	10/10/2021 11:59 PM ✕	-	-	-	
Discussion: History of Theater ▼	N/A	-	7/22/2021 11:59 PM ✕	-	
Discussion: Power of Pen: Play Review Comparison ▼	N/A	-	7/15/2021 11:59 PM ✕	-	

## Manage dates – Tool selection

- Select the Tools you want to work on to begin

I suggest doing one at a time until you get used to the system

You can make manual changes anywhere there is a "-" in a column.

Please create Due Dates or Course calendar document prior to starting this for date verification!



# Manage dates

Oct 22, 2021 8:51 AM Course End: -

ts ☐ Assignments ☐ Calendar ☐ Checkl

id Filter Options

Dates [Bulk Offset Dates](#)

	Name	D
1	<a href="#">Ask Instructor or Classmate</a> (Help!) ▾	N
1	<a href="#">General Information Forum</a> ▾	N
1	<a href="#">Learning Styles</a> ▾	N
1	<a href="#">Required Discussion Activities</a> ▾	N
1	<a href="#">Discussion: Student Introductions: Introduce yourself to your fellow classmates.</a> ▾	N
1	<a href="#">Discussion: Scavenger Hunt and Performance</a> ▾	N
1	<a href="#">Discussion: Power of Pen: Play</a>	N/A

### Bulk Edit Dates

Due Dates

☐ Set ▾

1/6/2024 3:53 PM

Availability

Start Dates

☐ Set ▾

1/6/2024 3:53 PM

☒ Visible with access restricted before start

☐ Visible with submission restricted before start

☐ Hidden before start

End Dates

☐ Set ▾

1/6/2024 3:53 PM

☒ Visible with access restricted after end

☐ Visible with submission restricted after end

☐ Hidden after end

Display in Calendar

☐ Add to Calendar ▾

Save Cancel

**BULK EDIT** is good for new elements or your first attempt. Also good for Semester to Extended Summer shifts.

**BULK OFFSET** is good for Semester Shifts

se Start: Oct 22, 2021 8:51 AM Course End: -

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pecific Tools

Announcements ☐ Assignments ☐ Calendar ☐ Checkl

Survey

show Advanced Filter Options

Apply Filter

[Bulk Edit Dates](#) [Bulk Offset Dates](#)

Type	Name	D							
Discussion Topic	<a href="#">Ask Instructor or Classmate</a> (Help!) ▾	N							
Discussion Forum	<a href="#">General Information Forum</a> ▾	N							
Discussion Topic	<a href="#">Learning Styles</a> ▾	N/A	-	-	-	-			
Discussion Forum	<a href="#">Required Discussion Activities</a> ▾	N/A	-	-	-	-			
Discussion Topic	<a href="#">Discussion: Student Introductions: Introduce yourself to your fellow classmates.</a> ▾	N/A	-		12/20/2022 11:59 PM ✕	-			<input checked="" type="checkbox"/>

### Bulk Offset Dates

Dates to Offset

☒ Due Date

☒ Start Date

☒ End Date

☒ Other activity dates

☐ Offset by direction and range

☐ Calculate range between two dates

Save Cancel

# Bulk edit example

- If there is no date in one of the columns (Start, Due, End) can add to every element with just one click.

Can add or remove pre-set dates

Add to Course Schedule calendar with a click.

Remember that **Due Date** and **End Date** can confuse students in the calendar no matter what you say.

The screenshot shows a course management interface with a table of assignments and a 'Bulk Edit Dates' modal open. The modal has sections for 'Due Dates', 'Availability', 'Start Dates', 'End Dates', and 'Display in Calendar'. The 'Due Dates' section has a 'Remove' button and a date/time picker set to 1/7/2024 at 6:10 PM. The 'Start Dates' section has a 'Set' button and a date/time picker set to 1/7/2024 at 6:10 PM. The 'End Dates' section has a 'Set' button and a date/time picker set to 1/7/2024 at 6:10 PM. The 'Display in Calendar' section has a 'Save' button and a 'Cancel' button. The background table shows a list of assignments with checkboxes for selection.

Type	Name	Due
Assignment	Creative Final Project	11/11/2023 11:59 PM
Assignment	Critique of a Play Video	10/10/2023 11:59 PM
Assignment	Extra Credit - 1	-
Assignment	Extra Credit - 2	-
Assignment	Extra Credit 3	-
Assignment	Hobbies and Interests	8/2/2023 11:59 PM
Assignment	Memphis Theatre Guide	9/12/2023 11:59 PM

# Bulk offset example

- ▶ You can calculate by **date to date** (8/21/23 to 1/14/24) and it will shift the whole semester
  - ▶ Really helpful if you have all the date columns full and don't plan on switching elements around.
  - ▶ But note that Fall Break & Thanksgiving do not align with Spring Break!
- ▶ Offset by direction and range to really work within a week or two or if you staggered times (or have sections at different times.)

The image shows a 'Bulk Offset Dates' dialog box overlaid on a calendar interface. The dialog box has a title bar with a close button (X) and a vertical scrollbar on the right. It contains the following sections:

- Dates to Offset:** Three checkboxes are listed: ☒ Due Date, ☐ Start Date, and ☐ End Date.
- Offset by direction and range:** This option is selected with a radio button and highlighted with a yellow background. It includes two sub-sections:
  - Days:** A 'Direction' dropdown menu set to 'Forward' and a 'Range' input field containing the number '180'.
  - Hours:** A 'Direction' dropdown menu set to 'Forward' and an empty 'Range' input field.
- Buttons:** At the bottom are two buttons: 'Save' (in a blue box) and 'Cancel' (in a grey box).

The background calendar interface shows a table with columns for dates and times. Visible entries include 'Project' (11/11/23), 'Play Video' (10/11/23), 'Society Essay- Raisin or' (9/21/23), 'atre Guide' (9/11/23), 'Form' (8/29/2021 11:59 PM), and 'Interests' (8/29/2021 11:59 PM). A row at the bottom shows a date '9/21/2020 4:13 AM' with a checked checkbox.





## Work Session – Try it out in your Sandbox or Master Copy

- ▶ Let us know if you have any questions.
  - ▶ Copy Announcements
  - ▶ Create a calendar
  - ▶ Shift your dates to pre-set for the semester
  - ▶ Clean up old files!





# Intelligent AGENTS

## Automated EMAIL MARKETING!!

### Communication

 [Announcements](#)

 [Chat](#)

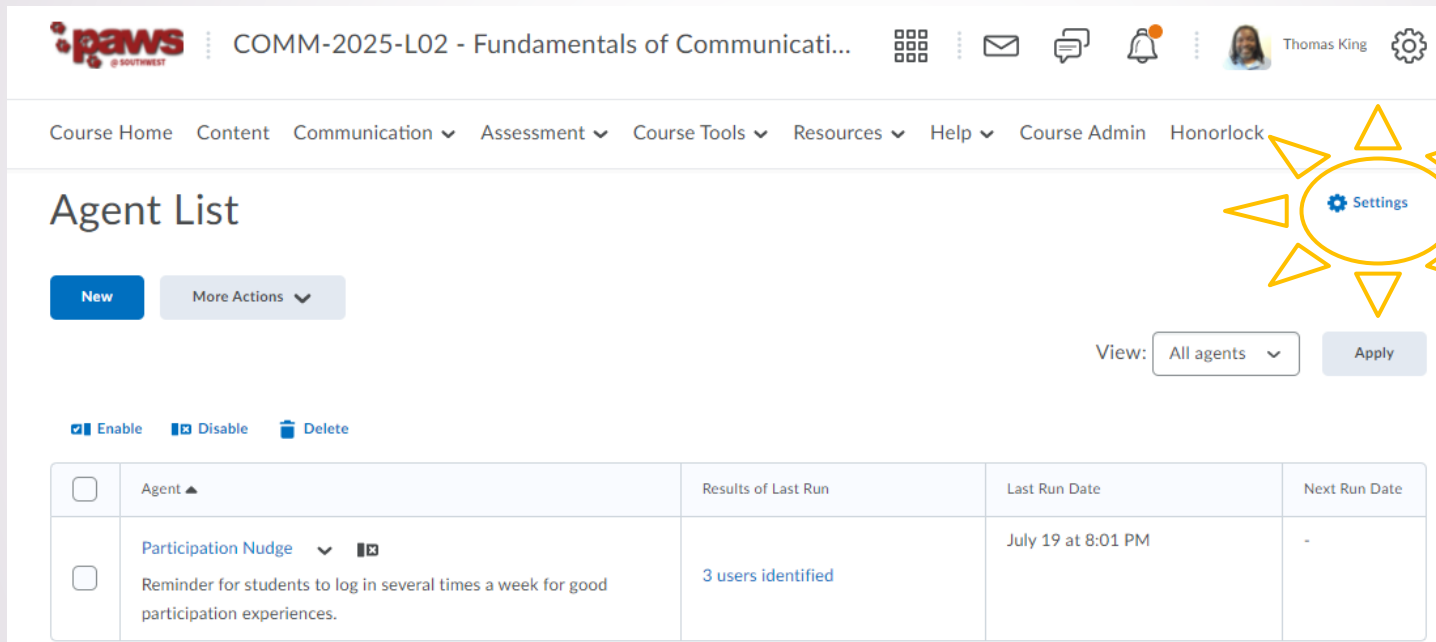
 [Discussions](#)

 [Intelligent Agents](#)




# Intelligent AGENTS

This link will take you to the change email address page.

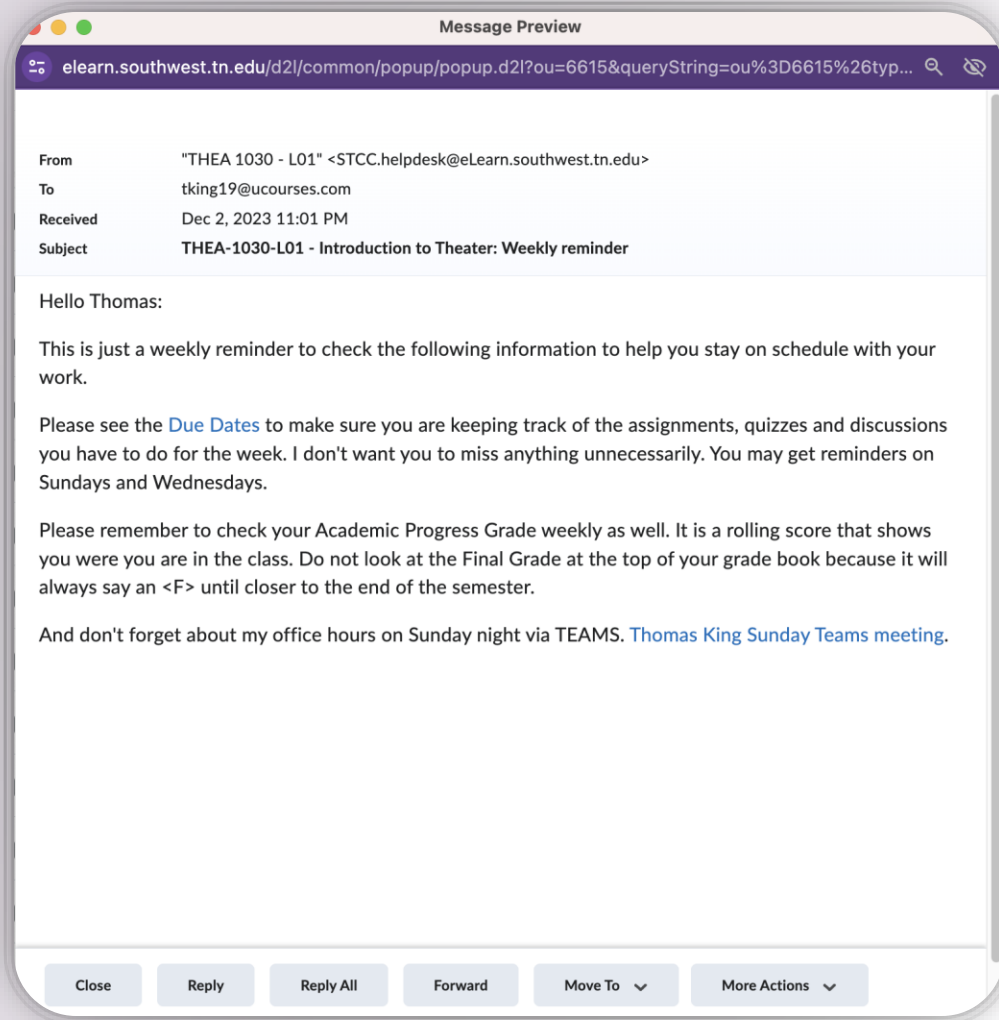


The screenshot shows the 'Agent List' page in a Canvas LMS interface. The page header includes the 'paws' logo, the course name 'COMM-2025-L02 - Fundamentals of Communicati...', and user information for 'Thomas King'. The navigation bar includes links for Course Home, Content, Communication, Assessment, Course Tools, Resources, Help, Course Admin, and Honorlock. The 'Agent List' section has a 'New' button and a 'More Actions' dropdown. Below the table, there are links for 'Enable', 'Disable', and 'Delete'. The table has four columns: Agent, Results of Last Run, Last Run Date, and Next Run Date. The first row shows an agent named 'Participation Nudge' with a dropdown arrow and a status icon. The second row shows the agent's description: 'Reminder for students to log in several times a week for good participation experiences.' The 'Results of Last Run' column shows '3 users identified'. The 'Last Run Date' is 'July 19 at 8:01 PM'. The 'Next Run Date' is '-'. A yellow sun icon with a gear inside and the word 'Settings' is overlaid on the right side of the table.

Agent ▲	Results of Last Run	Last Run Date	Next Run Date
<input type="checkbox"/> Participation Nudge ▼ 	3 users identified	July 19 at 8:01 PM	-
<input type="checkbox"/> Reminder for students to log in several times a week for good participation experiences.			

Use for weekly reminders or announcements that are repetitive or don't involve the entire class.





# FALL EXAMPLE

Weekly reminder sent to students who hadn't clicked on Due Dates to check when assignments were due. Or those who hadn't accessed the course that week.

*Adding QUICKLINKS to email and announcements*

<input type="checkbox"/>	THEA-1030-L01 - Introduction to Theater: Weekly reminder	⌵	✉	"THEA 1030 - L01" <STC...	Dec 2, 2023 11:01 PM	1.2 K
<input type="checkbox"/>	THEA-1030-L01 - SLO Exam password			"William Glay" <wkglay...	Nov 30, 2023 6:13 PM	0.1 K
<input type="checkbox"/>	THEA-1030-L01 - Introduction to Theater: Weekly reminder	⌵	✉	"THEA 1030 - L01" <STC...	Nov 28, 2023 11:01 PM	1.2 K

# CREATING NEW AGENTS

- ▶ NAME
- ▶ SCHEDULE
- ▶ CRITERIA
- ▶ ACTION

Agent List > New Agent

## New Agent

Agent Name: \*

Description:

Category:

No Category ▾ Add Category

Status:

☐ Agent is enabled

Scheduling

Criteria

Actions

Save and Close Save Cancel

# Intelligent AgENTS – Scheduling

- Select the frequency of the agent run/email or other action. From self-push to hourly.

## Scheduling

### Frequency

Weekly



### Repeats Every:

week(s)

### Repeats On:

☐

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Saturday

☐

Sunday

### Scheduled Time \*

7:55 PM

### Schedule Dates:

☐

Has Start Date



1/7/2024

☐

Has End Date



1/8/2024

# Intelligent agent – New Agent Criteria

- ▶ Role – who should be considered in agent or contacted via communication
- ▶ Activity – what initiates the need to communicate with this recipient (what they did or didn't do)
- ▶ Release conditions – what element triggers the chain of events for the action to happen

### Criteria

**Role in Classlist \***

☒ All users **visible** in the Classlist

☐ Users with specific roles:

**Take Action on Activity**

☐ Login Activity

☒ User has not logged in during the last  day(s)

☐ User has logged in during the last  day(s)

☒ Course Activity

☒ User has not accessed the course in the last  day(s)

☐ User has accessed the course during the last  day(s)

**Release Conditions**

Create Browse

All conditions must be met

Has not submitted to folder: **Student Data Form**

# NEW agent criteria – Release condition

- ▶ You can select Quiz, Discussion, Content, Dropbox...almost anything available in your PAWS class.
- ▶ Decide if all conditions are required or just one of a multiple choices?

**Criteria**

**Role in Classlist \***

- ☒ All users visible in the Classlist
- ☐ Users with specific roles:

**Take Action on Activity**

- ☐ Login Activity
  - ☒ User has not logged in during the last  day(s)
  - ☐ User has logged in during the last  day(s)
- ☒ Course Activity
  - ☒ User has not accessed the course in the last  2 day(s)
  - ☐ User has accessed the course during the last  day(s)

**Release Conditions**

Create Browse

All conditions must be met

Has not submitted to folder: Student Data Form X

**Create a Release Condition**

Release this item when the following condition is met:

**Condition Type**

-- Select Condition Type --

**Condition Details**

-- Select Condition Type --

Create Cancel

**Create a Release Condition**

Release this item when the following condition is met:

**Condition Type**

No submission to folder

**Condition Details**

**Assignment Submission Folder**

Student Data Form

Create Cancel



**Actions**

**Send an Email**

☒ Send an email when the criteria are satisfied

Name that the emails come from: **d2lhelp@southwest.tn.edu**

Reply-To address for responses: **STCC.helpdesk@eLearn.southwest.tn.edu**

[How can I change the default From and Reply settings?](#)

To:

Cc:

Bcc:

[What special email addresses can I use?](#)

Subject:

[What replace strings can I use in the subject and message?](#)

Message:

Paragraph **B** *I* U ~~A~~ Lato (Recom...

19px

# CREATING A NEW AGENT – ACTION! (email...)

- The action step is the design of the communication that you want to have automated to the recipient

Frequency

Who the email is from

Personalization

Email body

Agent List > New Agent

## New Agent

Agent Name:

Description:

Category:  [Add Category](#)

Status: ☐ Agent is enabled

**Information**

**What Action Repetition setting should I use?**  
The Action Repetition setting determines how many emails an agent might send to users who satisfy its criteria.

**Take action only the first time the agent's criteria are satisfied for a user**  
When you select this setting, all users that satisfy the agent's criteria receive only one email no matter how many times the agent is evaluated.

**Take action every time the agent is evaluated and the agent's criteria are satisfied for a user**  
When you select this setting, the agent sends an email to all users that satisfy its criteria every time the agent is evaluated.

**OK**

**Scheduling**

**Criteria**

**Actions**

Repetition

# PERsonalization tools & code

☒ Send an email when the criteria are satisfied

Name that the emails come from: **d2lhelp@southwest.tn.edu**

Reply-To address for responses: **STCC.helpdesk@eLearn.southwest.tn.edu**

[How can I change the default From and Reply settings?](#)

To:

Cc:

Bcc:


[What special email addresses can I use?](#)








Subject: \*








[What replace strings can I use in the subject and message?](#)

Message:

Paragraph ▾

**B** *I* U ▾ *A* 

 ▾  ▾     ▾  ▾

19px ... ▾       

- Use to address recipient directly!

A screenshot of a software interface showing a white 'Information' dialog box with a grey border. The dialog box has a title bar with the word 'Information' on the left and a close button (an 'X' icon) on the right. The main text inside the dialog box reads: 'What special email addresses can I use?' followed by 'You can use the following replace strings in the To, Cc, and Bcc address fields to send the agent email to specific recipients:'. Below this, there are two entries: '{InitiatingUser} - The user who performs the actions necessary to satisfy the agent's criteria.' and '{InitiatingUserAuditors} - The auditors of the user who performs the actions necessary to satisfy the agent's criteria.' At the bottom left of the dialog box is a blue button with the text 'OK' in white. The background of the application window is a light blue grid pattern. Portions of the application's text are visible behind the dialog box, including 'First time the agent's criteria are satisfied for a user', 'the agent', 'ing should I u', 'he criteria a', 'ome from:', 'sponses:', 'ult From and F', and 'es can I use?'.

The screenshot shows a web application interface. On the left, a sidebar contains a search bar and a list of email templates. The main content area displays a table of email templates. A modal dialog box is open in the center, titled "Information".

**Information** [Close X]

**What replace strings can I use in the subject and message?**

The following are replace strings you can use in the subject line and the email message.

- {OrgName} - The name of the organization.
- {OrgUnitCode} - The code for the org unit.
- {OrgUnitName} - The name of the org unit.
- {OrgUnitStartDate} - The start date specified for the org unit.
- {OrgUnitEndDate} - The end date specified for the org unit.
- {OrgUnitId} - The id for the org unit.
- {InitiatingUserFirstName} - The first name of the initiating user.
- {InitiatingUserLastName} - The last name of the initiating user.
- {InitiatingUserUserName} - The username of the initiating user.
- {InitiatingUserOrgDefinedId} - The Org Defined ID of the initiating user.
- {LoginPath} - The address of the login path for the site.
- {LastCourseAccessDate} - The date the initiating user last accessed the course.
- {LastLoginDate} - The date the initiating user last logged in.

[OK]

# FINISHED EMail!

- ▶ The finished communication template. When the agent "runs" this is what will be sent to the particular person.
- ▶ Change the to/from addresses on the settings

The screenshot shows the 'Send an Email' configuration page. A purple arrow points to the 'To:' field containing '{InitiatingUser}'. Another purple arrow points to the 'Subject:' field containing '{OrgUnitCode}-{OrgUnitName}- {InitiatingUserFirstName} make sure you'. A third purple arrow points to the placeholder '{InitiatingUserFirstName}' in the email body. An 'Intelligent Agents Settings' modal is open, showing options to use system defaults or set custom values for the course. The modal includes fields for 'Name that emails come from' (d2lhelp@southwest.tn.edu) and 'Reply-To address for responses' (STCC.helpdesk@eLearn.southwest.tn.edu). The email body text is: 'Hello {InitiatingUserFirstName}, I hope the semester has gotten off to a great start for you! I wanted to write to encourage you to log into our class as soon as possible. You need to upload the syllabus receipt form to the [Student Data Form assignment dropbox](#) by January 19. If you have any questions or need any assistance with completing the form and submitting it, please let me know as soon as possible. Take care and looking forward to a great semester. Thomas King'.

**Send an Email**

☒ Send an email when the criteria are satisfied

Name that the emails come from: **d2lhelp@southwest.tn.edu**  
Reply-To address for responses: **STCC.helpdesk@eLearn.southwest.tn.edu**  
[How can I change the default From and Reply settings?](#)

**To:** {InitiatingUser}

**Cc:** tking19@southwest.tn.edu

**Bcc:**

**Subject:** \*  
{OrgUnitCode}-{OrgUnitName}- {InitiatingUserFirstName} make sure you

[What special email addresses can I use?](#)

**Message:**

Paragraph **B** *I* U ~~A~~ Lato (Recom...

19px

Hello {InitiatingUserFirstName},

I hope the semester has gotten off to a great start for you! I wanted to write to encourage you to log into our class as soon as possible. You need to upload the syllabus receipt form to the [Student Data Form assignment dropbox](#) by January 19. If you have any questions or need any assistance with completing the form and submitting it, please let me know as soon as possible. Take care and looking forward to a great semester.

Thomas King

**Attachments**

Drop files here, or click below!

Upload Record

**Intelligent Agents Settings**

☒ Use the system defaults  
Name that emails come from: d2lhelp@southwest.tn.edu Reply-To address for responses: STCC.helpdesk@eLearn.southwest.tn.edu

☐ Set custom values for this course  
Name that emails come from: Reply-To address for responses:

These settings will affect all future emails sent by an agent.

The email address that agent emails come from cannot be set to your personal address due to how spam filters operate, but you can add a personal touch by setting the Name for the address, and you can set the Reply-To address if you want to receive replies.

Save Cancel

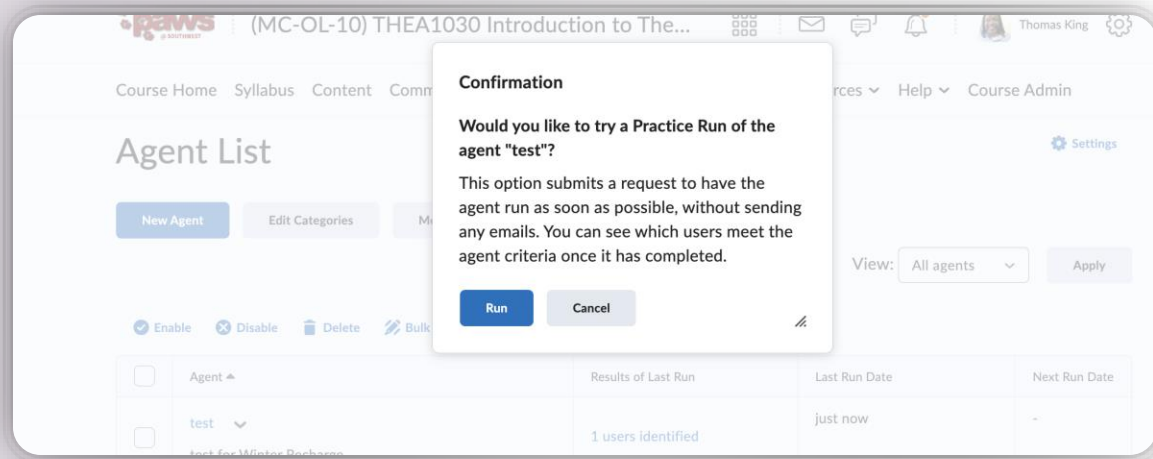
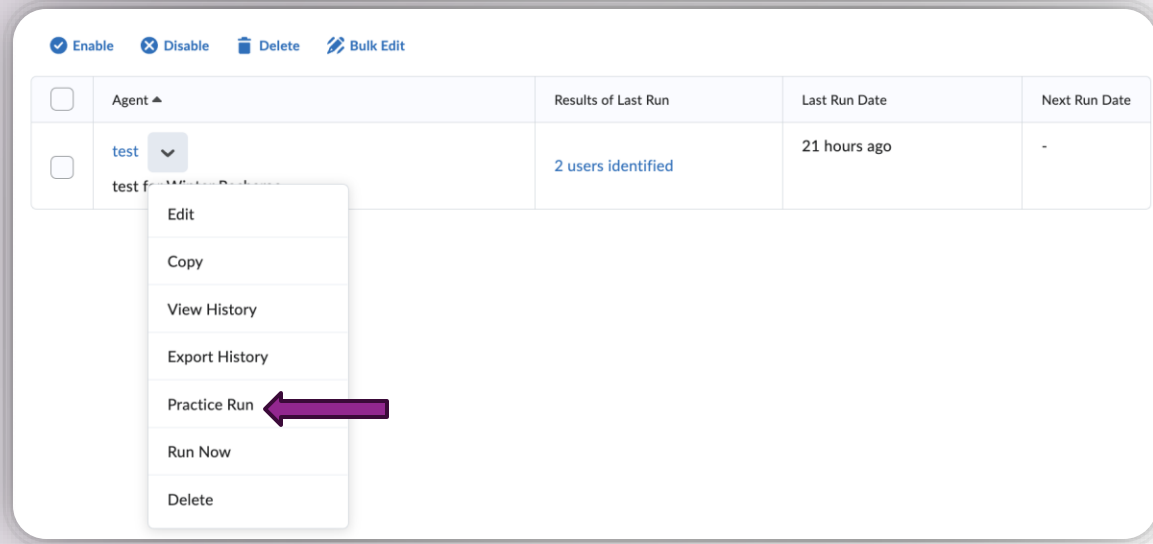
# Run tests

► Check code is correct

Make updates to attachments  
and quicklinks

See if the recipients are correct for  
this particular agent

You can manually enable the agent to  
run after you to do the testing.





# Agent run samples

- ▶ Can modify the links of the assignments and quizzes.
- ▶ This is what the student and you receive when the agents run in PAWS and OUTLOOK.

Student Data Form

Instructions

Click on the Student Data Form that is attached below. Save the form in MS word, complete the form, save it, and then upload the completed form in the dropbox.

Student%20Data%20Sheet%20... us kb X

Add Attachments

Activity Details

Visible

Required: Automatic

Updated to the assignment to complete the activity

Due Aug 29, 2021 11:59 PM

Options

Unlimited files

All submissions are kept

Last Modified 6/5/2014 9:16 AM

Email Sent

From: "d2lhelp@southwest.tn.edu" <STCC.helpdesk@eLearn.southwest.tn.edu>

To: tking19@ucourses.com

Cc: tking19@southwest.tn.edu

Bcc:

Sent: Jan 7, 2024 2:00 AM

(MC-OL-10) THEA1030 Introduction to Theater - T. King- Thomas make sure you turn in your Student Data and Syllabus Receipt Form

Hello Thomas,

I hope the semester has gotten off to a great start for you! I wanted to write to encourage you to log into our class as soon as possible. You need to upload the syllabus receipt form to the [Student Data Form assignment dropbox](#) by January 19. If you have any questions or need any assistance with completing the form and submitting it, please let me know as soon as possible. Take care and looking forward to a great semester.

Thomas King

Close

THEA1030 Introduction to Theater - T. King- Thomas make sure you turn in your Student Data and Syllabus Receipt Form

TK Thomas King <STCC.helpdesk@eLearn.southwest.tn.edu>

To: tking19@ucourses.com

Cc: King, Thomas L.

Hello Thomas,

I hope the semester has gotten off to a great start for you! I wanted to write to encourage you to log into our class as soon as possible. You need to upload the syllabus receipt form to the [Student Data Form assignment dropbox](#) by January 19. If you have any questions or need any assistance with completing the form and submitting it, please let me know as soon as possible. Take care and looking forward to a great semester.

Thomas King

Reply Reply all Forward



# WORKING TOGETHER TO CREATE SUCCESS

- ▶ Good Evening,
- ▶ I'm writing you regarding my grade in this class. Recently I have been going through a hard time in life, ... I've been very unmotivated to do anything and have just opened my laptop for the first time in awhile. **I appreciate all of the emails you have sent to me to check up on me. If there is anything that we can work on to help get me back on track for this class it would be very much appreciated.**