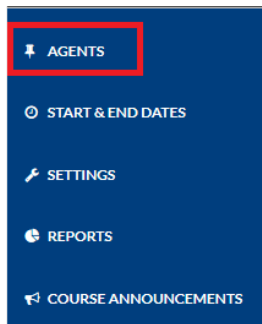


How to Setup Agent Notifications

Agent Notifications

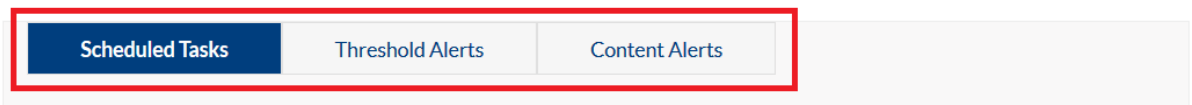
Notification agents can be setup in Courses/Trainings and Communities by admins or instructors to remind users of Scheduled Tasks, Threshold Alerts and Content Alerts.

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



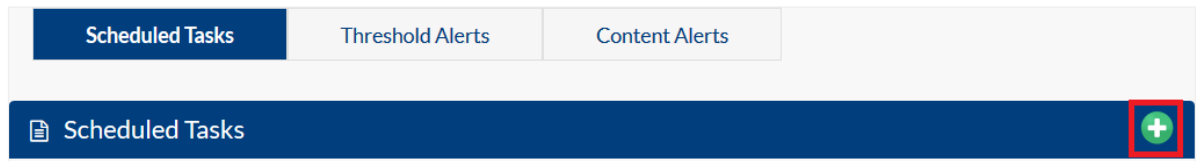
3. Select desired **Agent type**: Scheduled Tasks, Threshold Alerts or Content Alerts

Agents






4. Add **New Task** by selecting the green plus sign in the header

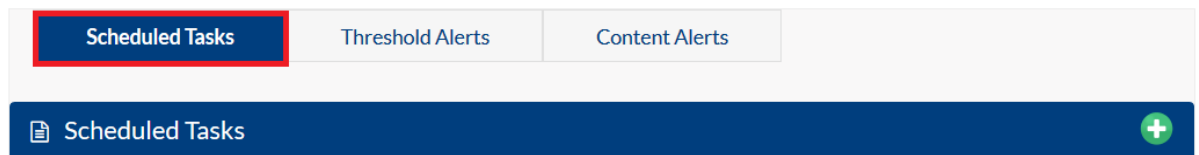
Agents



5. Agent Notification additional features

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

6. Select **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. Note: The options change according to the Sub Type selected.
- Agent Notifications can be sent to:
 - Students

QuickStart Guide: How to Setup Agent Notifications

- 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 **Threshold Alerts**

Agents



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:
 - 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.

8. Select **Content Alerts**

Agents



- Sub Type: From the drop down Instructors select Grade Change.
- 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.