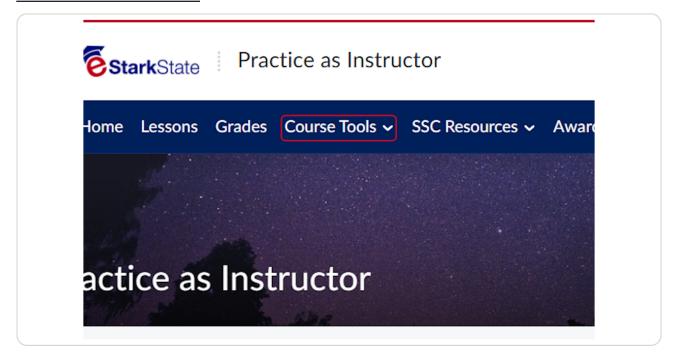**STEP 1**

Click on Course Tools
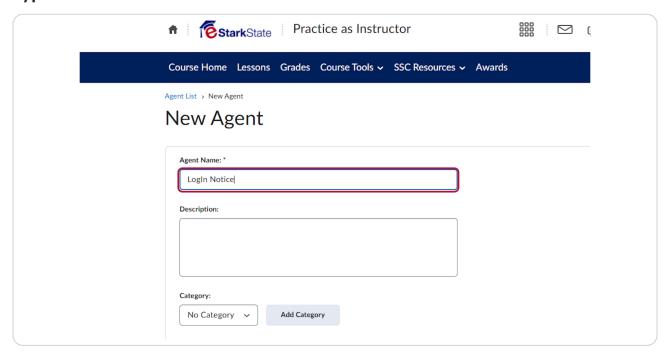

STEP 2

Click on Course Management

STEP 3
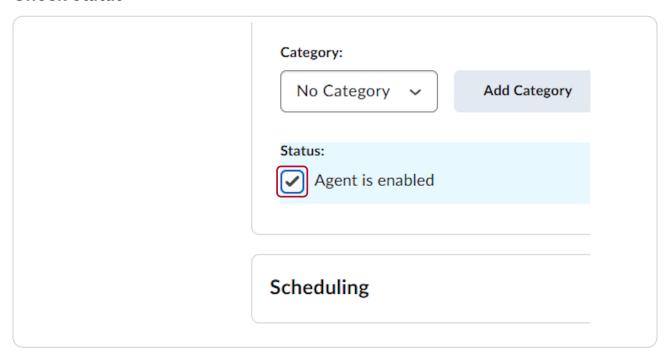
Click on New Agent
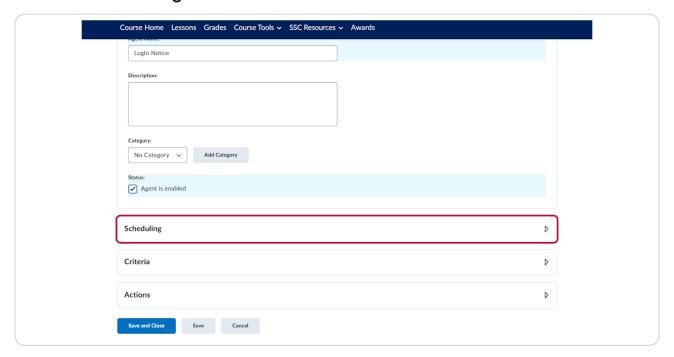
STEP 4

Type the name of the

STEP 5

Check Status

Category:

No Category ⌄   Add Category

Status:

☑ Agent is enabled

Scheduling
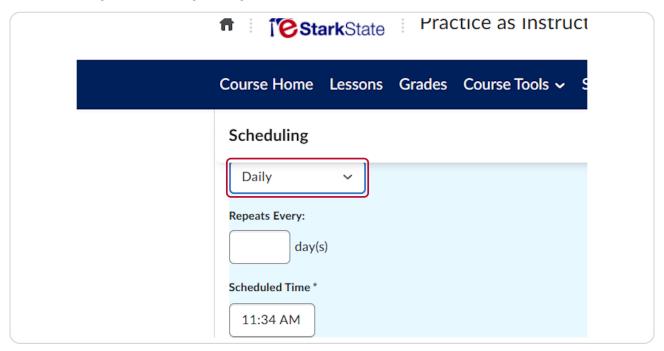
STEP 6

Click on Scheduling

LogIn Notice

Description:

Category:

No Category ⌄   Add Category

Status:
☑ Agent is enabled

Scheduling   ▷

Criteria   ▷

Actions   ▷

Save and Close   Save   Cancel
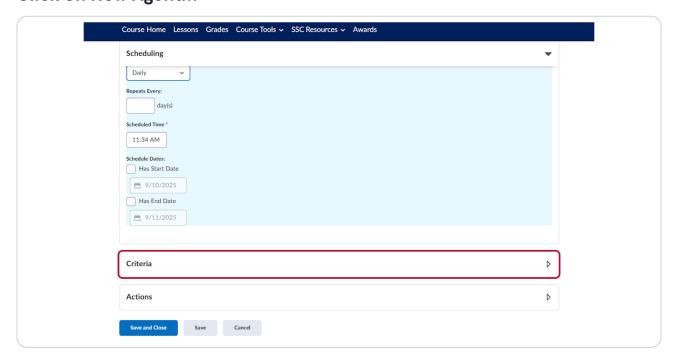
STEP 7
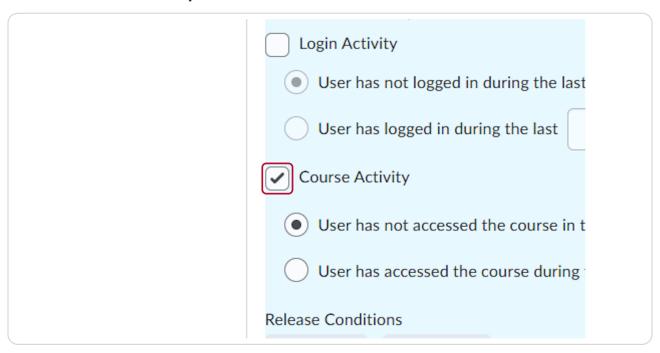
Select Daily from Frequency

STEP 8

Click on New Agent...

STEP 9
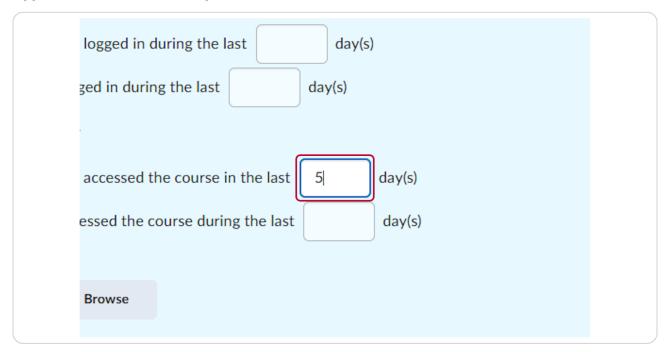
Check Course Activity
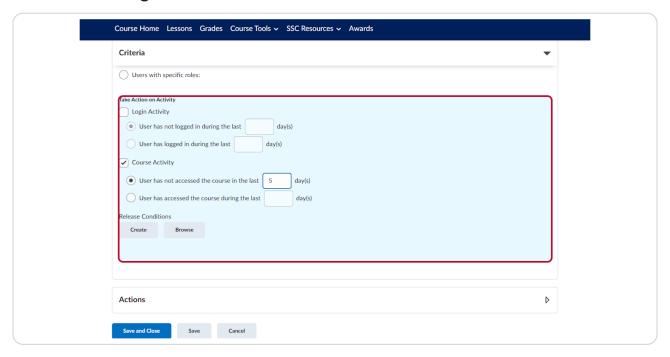
STEP 10

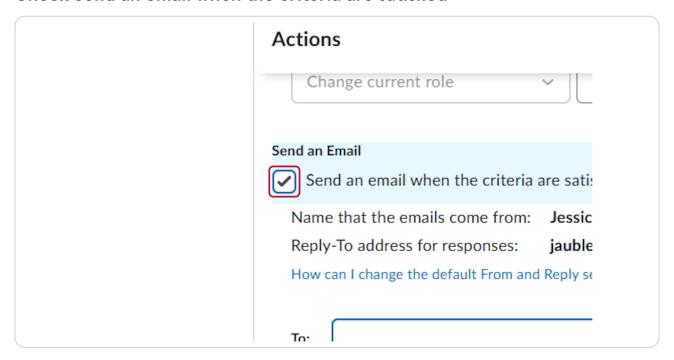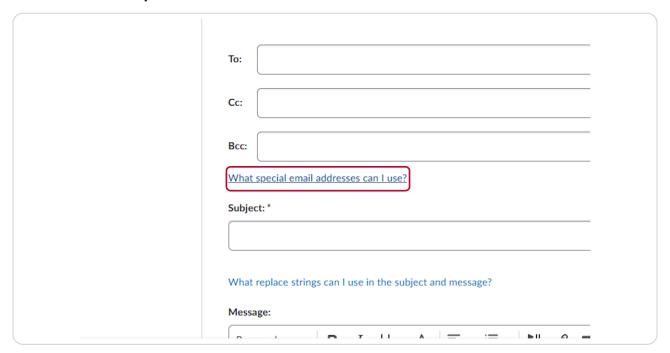## Type the number of days

STEP 11

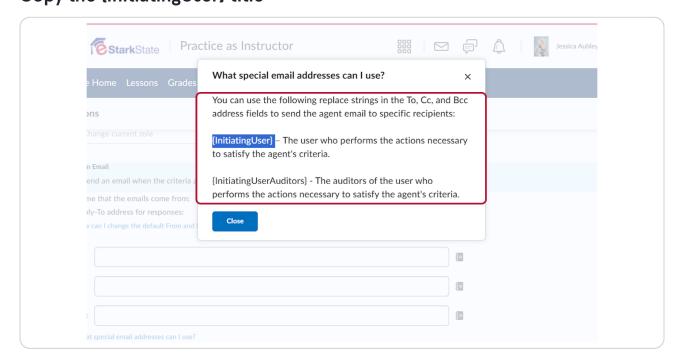## Click on New Agent...

STEP 12

Check Send an email when the criteria are satisfied

STEP 13

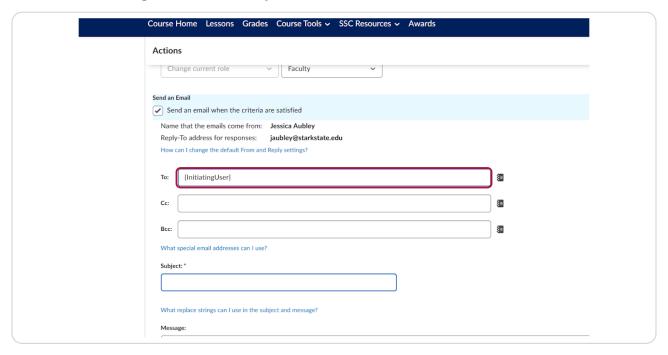## Click on What special email addresses can I use?

STEP 14

Copy the {InitiatingUser} title

STEP 15

Paste "{InitiatingUser} " into input

STEP 16

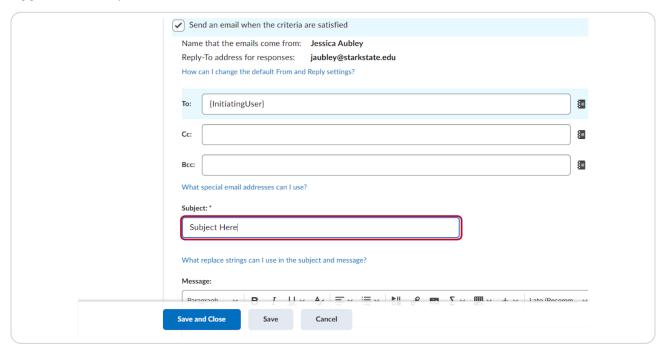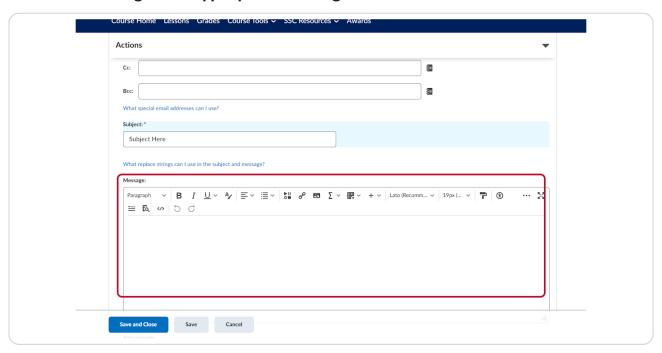# Type the Subject

STEP 17

Click on Message and type your message

STEP 18

Click on Save and Close