
Personalized Learning Designer Rules Cheat Sheet

Below is a collection of common rules used in the Personalized Learning Designer.

Send an email when a specific activity is completed

1. Select *Activity Completion* as a triggering event.
2. Select the type of activity that you are monitoring, such as an assignment.
3. Choose the specific activity that you are monitoring, such as "Final Quiz."
4. Select *Send Email* as an action.
5. Add the *Action Creator* as a recipient.
6. Create an email message with the *Action Creator* as a recipient. In the body of the email, include text such as "Newsflash: ((student_firstname)) ((student_lastname)) just completed ((activity_name))."

Send an email when an activity is graded

1. Select *Activity Graded* as a triggering event.
2. Select an activity that you might grade, such as an assignment.
3. Choose *Any of type* rather than a specific assignment.
4. Select another activity that you might grade, such as a quiz.
5. Choose *Any of type* rather than a specific quiz.
6. Create an email as an action event.
7. Add the *Action Creator* and the *Learner* as recipients.
8. In the body of the email, include text such as "Hello ((student_firstname)). The activity: ((activity_name)) has been graded and your score is ((grade_percent_raw))."

Personalized greeting when viewing an activity

1. Select *Activity View* as a triggering event.
2. Select *Page* as an activity type that will trigger the event.
3. Select *Course Training Objectives* as a specific triggering event.
4. Select *Display alert* as an action type.
5. Create a message as an action event.
6. In the body of the email, include text such as "Hello, ((student_firstname)). Thanks for viewing the ((activity_name)), as it will be a critical component of the Jan 15 exam."

Send an email when a student has been added to a group

1. Select *User added to a group* as a triggering event.
2. Choose the specific group.
3. Create an email as an action event.
4. Add the *Action Creator* as a recipient.
5. In the body of the email, include text such as "Hello, ((student_firstname)) ((student_lastname)) has now been added to Lab Section C."

Send an email when a student has been removed from a group

1. Select *User removed from group* as a triggering event.
2. Choose the specific group.
3. Create an email as an action event.
4. Add the *Action Creator* as a recipient.
5. In the body of the email, include text such as "Hello, ((student_firstname)) ((student_lastname)) has been removed from Lab Section H."

Welcome the student back to the course

1. Select *Course entered* as a triggering event.
2. Select *Display Alert* as an action event.
3. In the body of the email, include text such as "Welcome back to the course, ((student_firstname))!"

Send an email when the course grade changes

1. Select *Course Grade Change* as an action type.
2. Select *Course Grade Range* as a condition type.
3. Choose a grade range to trigger an action such as grade is greater or equal to 0% and grade is less than 70%.
4. Select *Send Email* as an action type.
5. Add *Learner* and *Action Creator* as recipients of email.
6. In the body of the email, include text such as "Hello. ((student_firstname)) ((student_lastname)) is currently at risk with a grade of ((course_grade_percent)) in the course."

Using User role check as a condition

You want to prevent a rule from running for teachers.

1. Select *User role check* as a conditional event.
2. Configure Triggering user "is" in role: "Student."

Using Group membership check as a condition

You want to reserve a rule for a specific group of students.

1. Select *Group membership check* as a conditional event.
2. Configure Triggering user "is" a member of group: "Good Times."

Using Date check as a condition

You want to release course content seven days after a student's enrollment.

1. Select *Date check* as a conditional event.
2. Configure Current date is "after."
3. Choose *Learner's enrollment date* .
4. Check the *Plus* check box and type "7" in the days box.
5. Select *Unlock Release Code* as an action event.
6. Type "Week 2 Content" in the *Release code* box. Remember to mark the course content with this same code.