Copyleaks Teacher Scan Tool Setup Guide (to a Course Module)
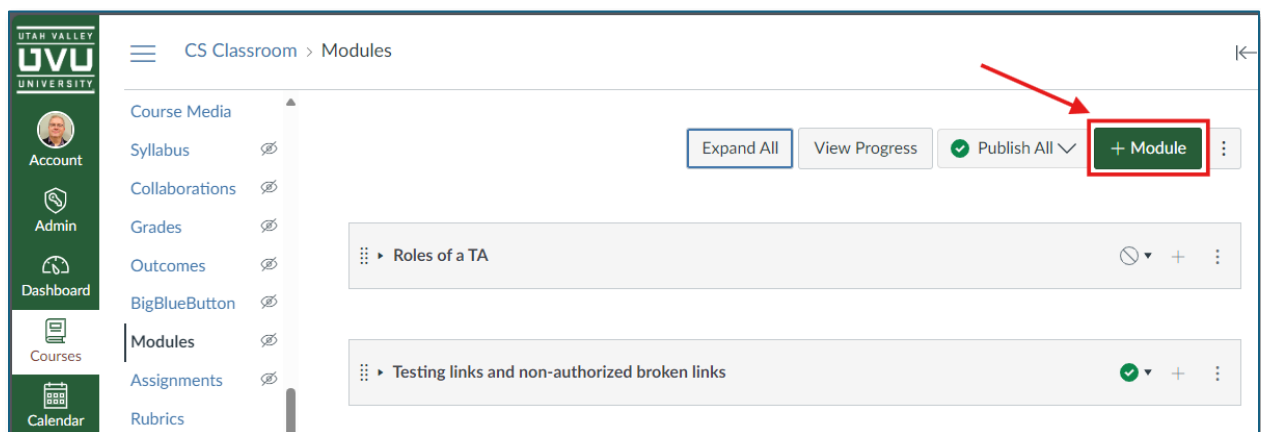
Welcome to the *Copyleaks Teacher Scan Tool Setup Guide* for your Canvas course. This guide will help users to add a Copyleaks checker to their course's module where they are able to scan files and/or free text for plagiarism/AI outside of an assignment.

It is advised, as suggested by cultural influencers at UVU such as the Faculty Senate, to inform students in advance that their submissions will be reviewed for plagiarism. The recommended use for this tool is to have the instructors a way to check their own content in the course. The Scan Tool also allows instructors to upload documents to the Copyleaks database for future scans to match against, without having to scan the documents themselves. Users should also make sure they understand the **Scan Settings** prior to utilizing this feature.

Modified from [How do I use the Instructor Plagiarism + AI Scan Tool? - LTI 1.3](#).

To utilize your Canvas course's Copyleaks Teacher Scan Tool Setup Guide, follow these steps:

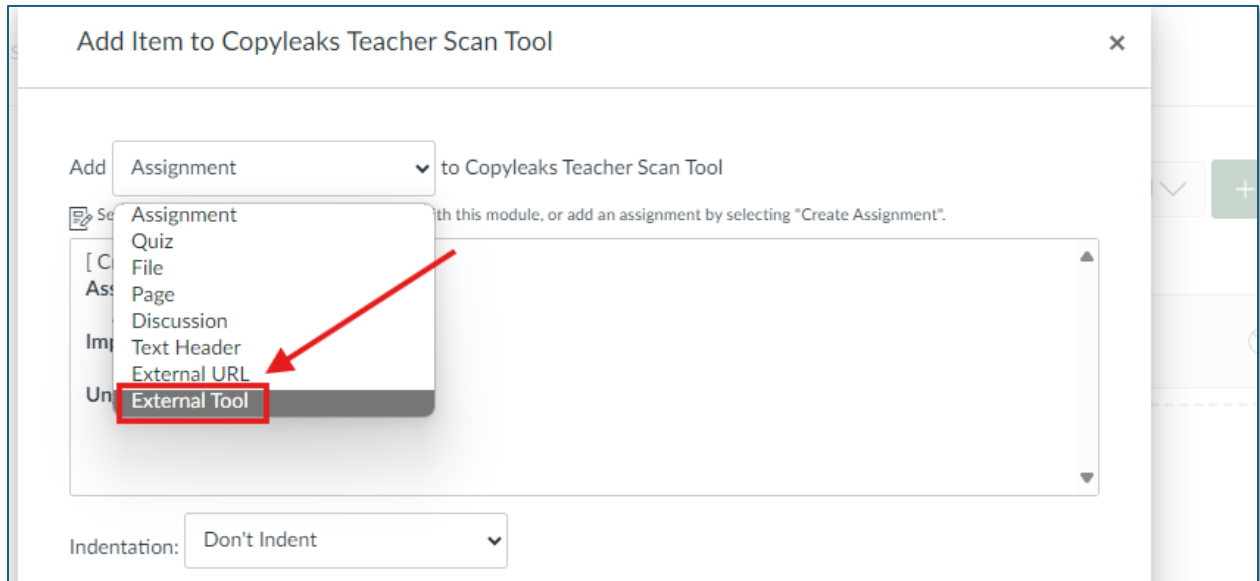1. Navigate to the modules page of your course and select "**+Module**".

2. Enter the Module's Name - like *Copyleaks Teacher Scan Tool* then click on the green "**Add Module**". (By default, new modules will be added to the bottom of all modules.)
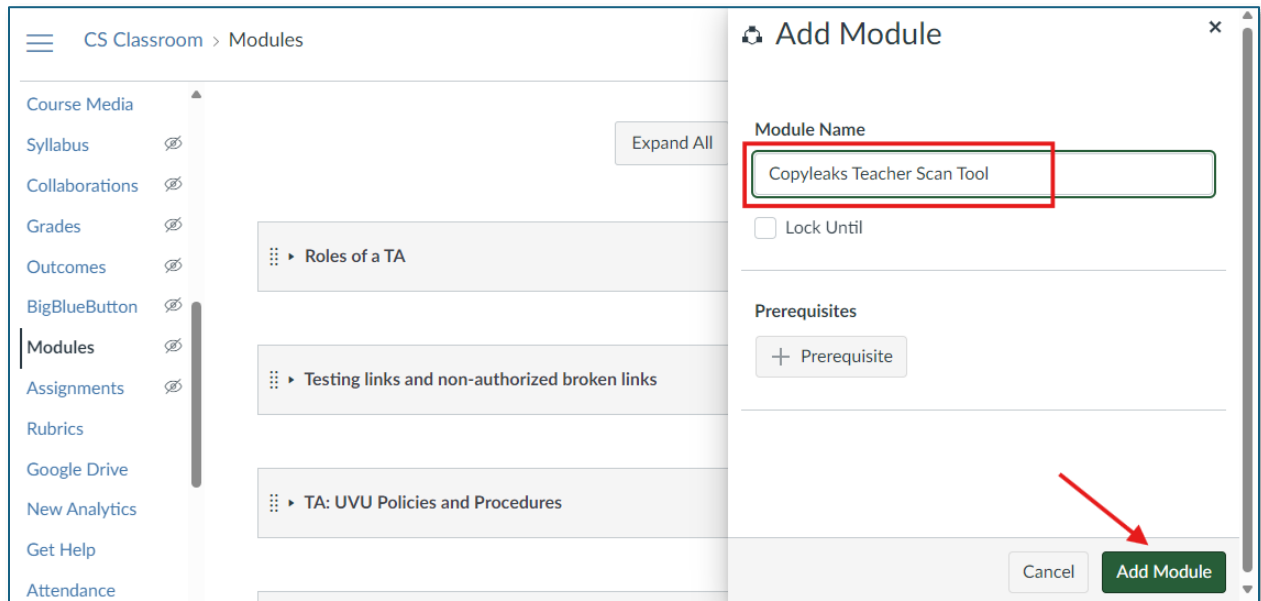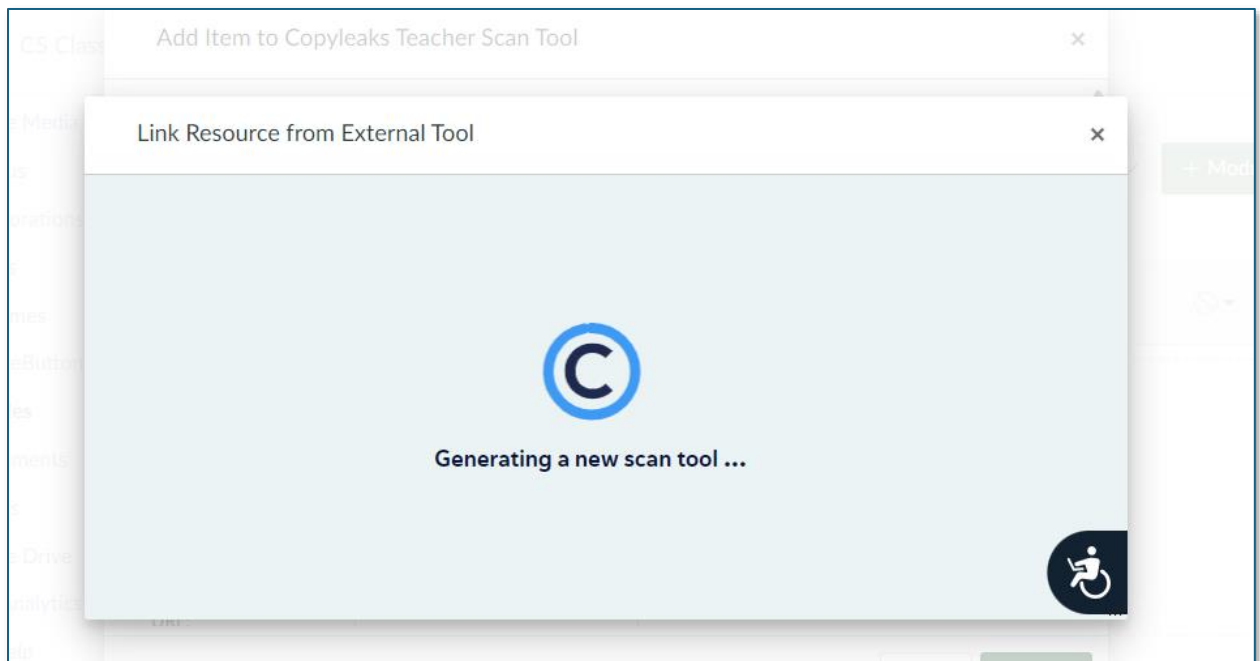

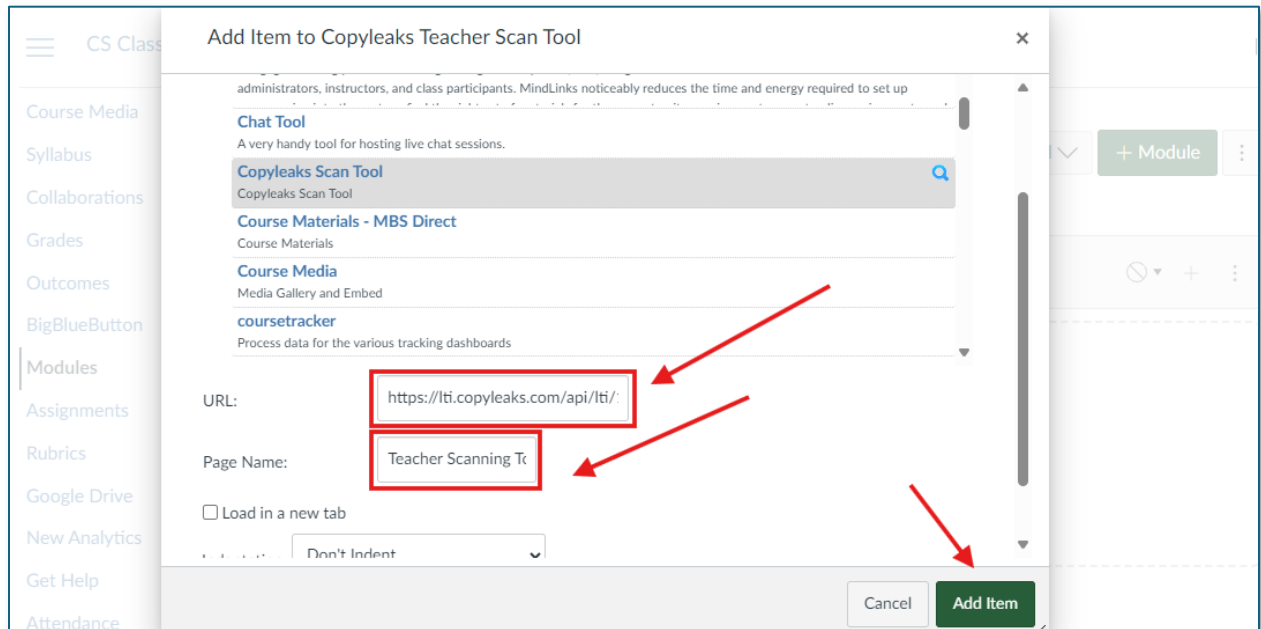3. Click on the + button in the new Module bar to add an item:
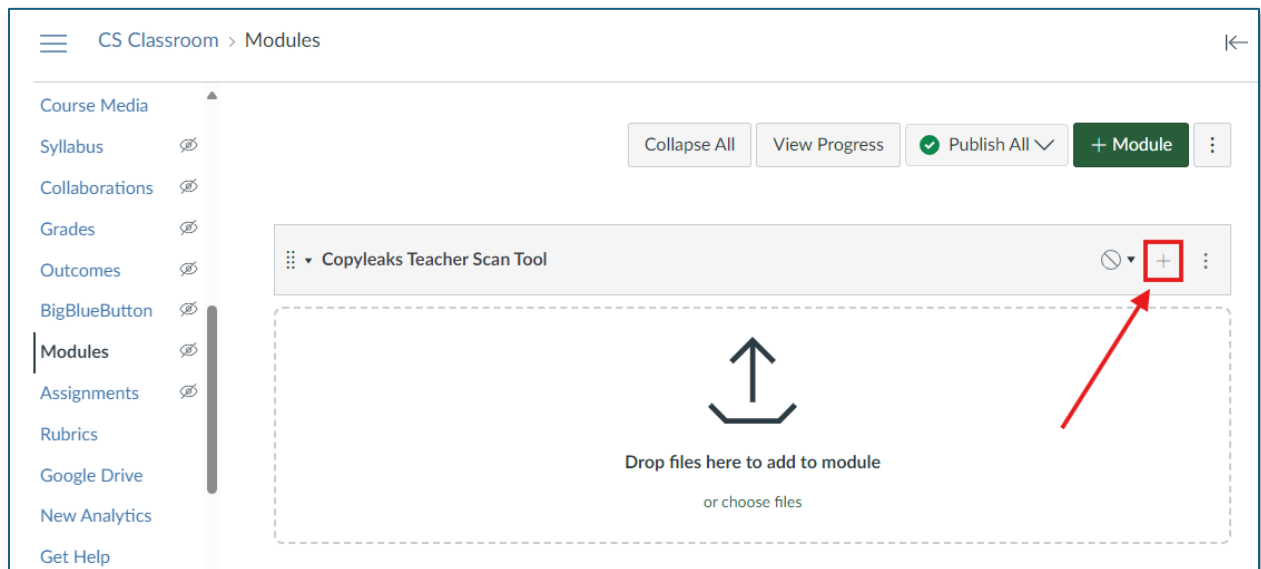
4. From the dropdown menu next to **Add**, select the **External Tool**:

5. Select Copyeaks Scan Tool by clicking on it. A window will pop up. Wait until it closes once the new tool is loaded:

6. Successful process will populate the **URL** and **Page Name** boxes; so, you can click on the green **Add Item** box on the bottom:


7. The tool is now active in your module, and it is marked with a chain-link icon. Clicking on it will launch the tool's start-up screen (Clicking on the blue **Scan Documents** will let you start uploading files or by clicking on the 3-dot menu will give you the option to **Scan Text**):
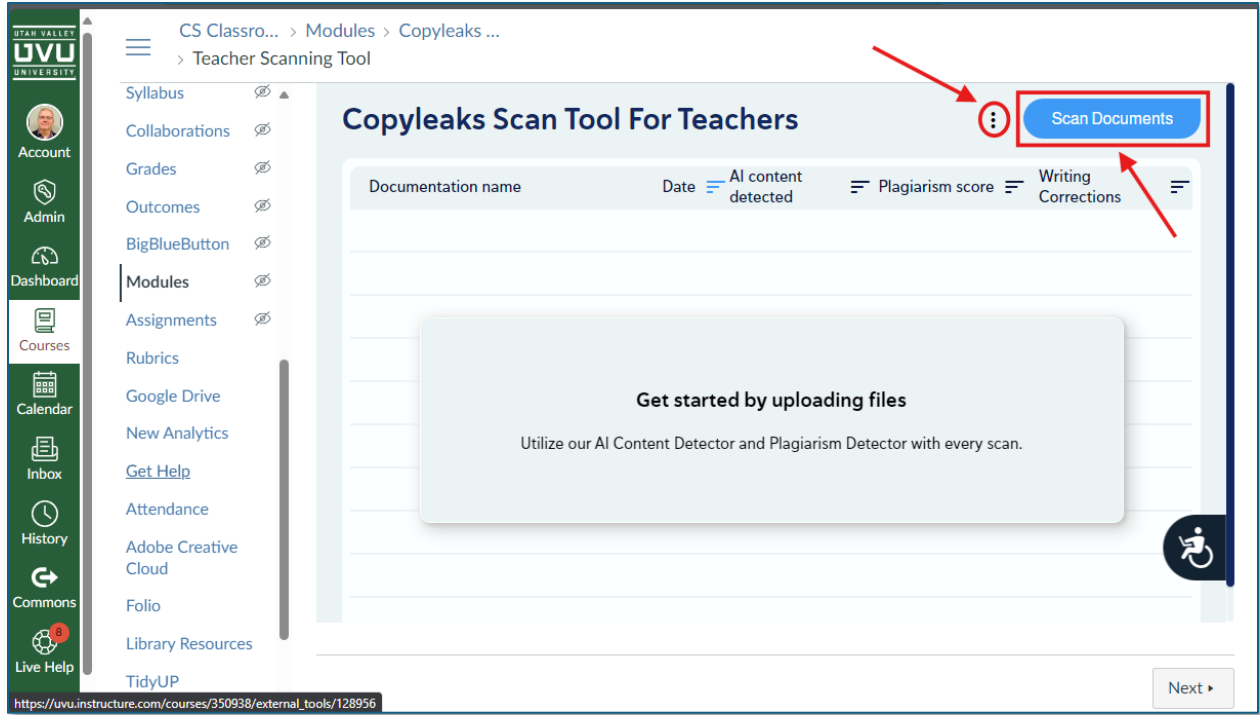
8. **Pro Tips:** Once you click on the **Scan Documents** button, but before uploading a file, you have the option to access the **Scan Settings** link on the bottom!
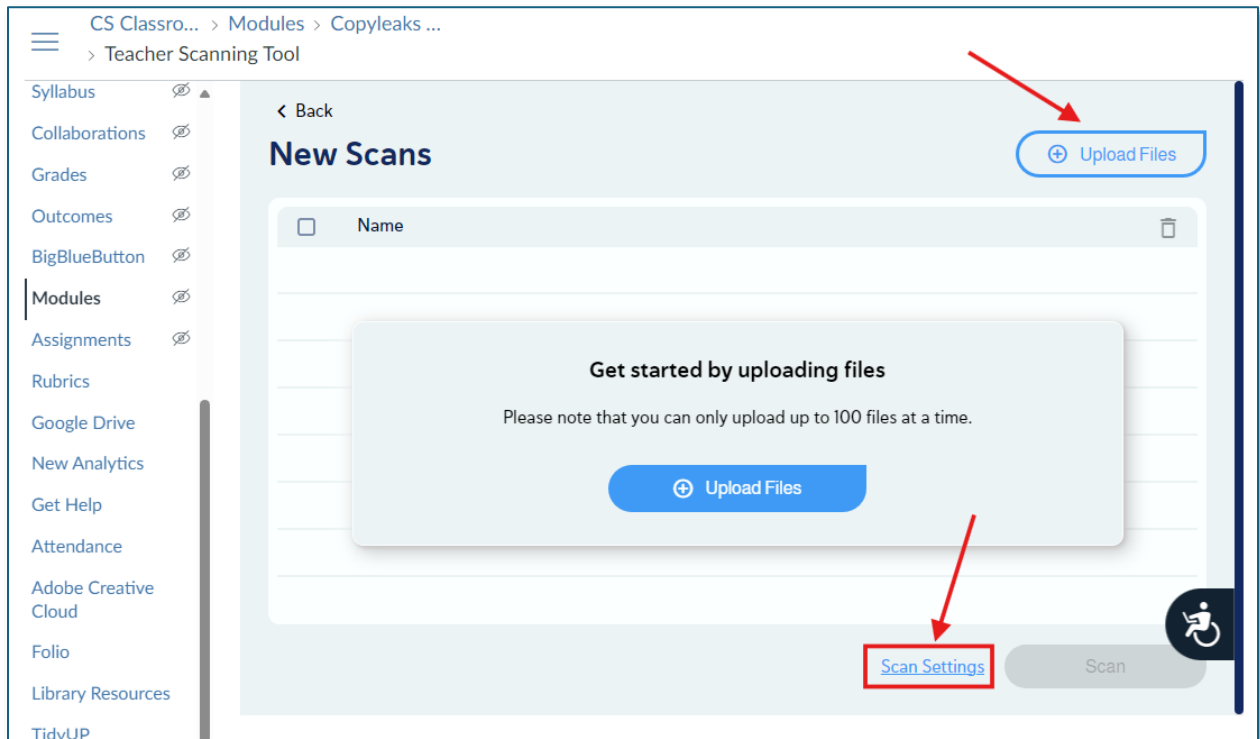
Also, this newly created module item can be copied over to your other courses as well:
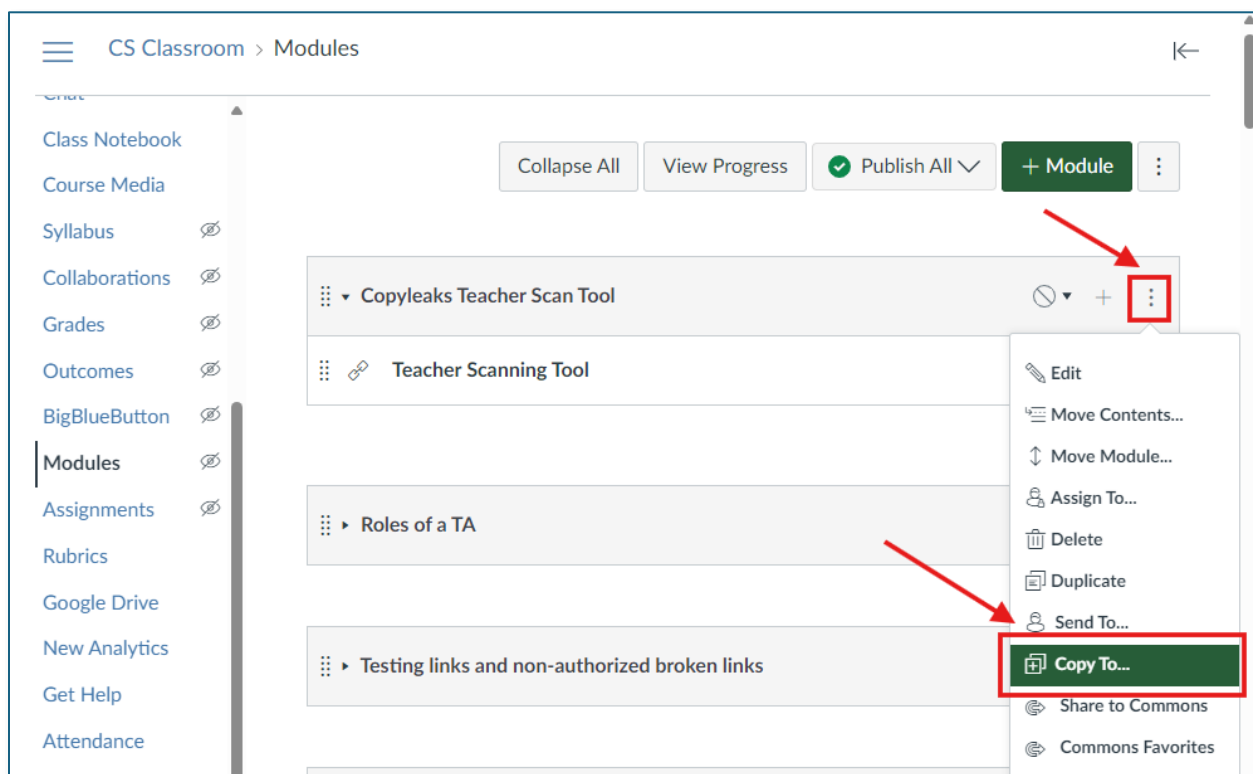
(Be aware that the specific data from the scan tool will not be duplicated; a new scan tool will be created upon copying.)