**Posting a Reply to Discussion Board on turnitin.com**

To access a discussion and view the responses in the discussion, click the title of the topic listed on the discussion board page. This will bring the user into the detailed view of the topic. The topic is listed at the top of the page, and any responses are listed beneath the topic.

**To post a reply to a topic:**

From the discussion board page click on the name or title of the topic to reply to

Click on the "Reply to this topic" button next to the discussion topic

Enter the response in the reply box provided. By default only the latest reply is shown. To display the entire thread, use the pull down menu at the top of the form and select "entire thread"

Once the reply is entered, click on the "submit reply to topic" button to add the reply to the discussion

**Tip:** Responses that will take more than a few minutes to type should be written in a word processor software and then copy and pasted into the reply box for the discussion board. This prevents loss of internet connection causing a lost reply to the discussion board, especially in the event of complex replies.

No images or formatting is accepted by the reply box - only text will be entered into a discussion board reply thread.

**Responding to Previous Replies**

Users may also respond to the replies left by other users, either instructor or student, within the same class. This encourages discussion and can help students to polish opinions and ideas with the assistance of their peers. To respond to a reply rather than to the discussion topic, use the "reply" button below the specific reply instead of the "reply to topic" button.

**Deleting or Editing Responses**

If a reply has been added to a post, it cannot be deleted or edited by a student. Only the moderator or instructor will be able to modify or delete the response.

**Discussion Board Views**

The discussion boards feature two main viewing styles - a flat view and a threaded view. These views use one basic structure but differ in other ways.

A topic thread might look like this:

**Topic Thread**

*First response to topic*

*Response to reply 1*

*Second response to topic*

*First response to 2*

*Second response to 2*

**Flat View**

The default discussion board view is the flat view. This view shows responses flat in thread order, like the example above.

With the flat view, users can view responses with or without threads. By default, the thread is shown. For example, the following is posted:

I agree with this topic

and the student user replies with:

**Why do you agree with this topic?**

The posting order will show up as:

*I agree with this topic.*  
**Why do you agree with this topic?**

The flat view with nested threads is the default viewing method. To view only responses and see no referenced thread, use the "show replies as" pull down menu to select "flat view with no thread" on the discussion page.

**Threaded View**

The second primary view type is the threaded view. To use the threaded view, use the "show replies as" pull down menu and select "threaded view."

When viewing a discussion using the threaded view, only the top response of each thread is shown. For example, if the discussion has this structure:

**Topic**

*First response to topic*

*Response to reply 1*

*Second response to topic*

*First response to 2*

*Second response to 2\*the threaded view will appear as:

**Topic**

*First response to topic*

*Second response to topic*

Additional replies will be accessible by clicking on the "replies" link under the replies column for the selected response. The user can drill further down, opening additional layers of the thread, by following the reply links.

**Viewing Replies by User**

Replies can be sorted by user via use of the show "replies" pull down menu. To only view responses from a specific student user, select the name of the student from the pull down menu. Student users can also view their own responses by selecting their own name from the menu.

**Sorting Replies**

Replies on a discussion board can be sorted by status, author, reply number, date posted, and number of replies. This is accomplished by clicking on the column header for the sorting method. A single click of the column header "author" will alphabetize the reply list from A-Z. A second click of the "author" column header will organize the list from Z-A. The default organization is listed in the organizational examples earlier in this chapter.