Discussion boards in MyGateway are one of many tools for asynchronous classroom communications. Instructors or students can post discussion topics in MyGateway for the purpose of eliciting responses on selected subjects. There are several ways to use discussion boards inside MyGateway. You have the option to have a discussion board for the entire class or for individual groups if you have established them. (See How to Manage Groups.)

**Create a Discussion Board**

1. Click **Discussions or Discussion Board** in the course menu.

2. Click **Create Forum**. In order to start a discussion thread, you first need to create a forum to host the threads.

3. Type in a **Name** for the discussion forum. You can also type in a **Description** of the forum, outlining your expectations for your students.
4. Select **Forum Availability** options. You can make it available immediately or you can set a date restriction to make the forum available.

5. Select **Forum Settings**. These determine how students will see the forum threads and how they will respond.
6. Click **Submit** when finished.
Once the forum is created, you will need to create one or more discussion threads in order to start the conversation.

1. Click the forum you just created.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Description</th>
<th>Total Posts</th>
<th>Unread Posts</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecological Lessons from Frank Herbert's Dune</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Neal Stephenson's Snow Crash predictions</td>
<td>Neal Stephenson's <em>Snow Crash</em> was written in the early-to-mid 1990's and describes a future in the now. Choose one of the following to discuss in the discussion threads:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Click **Create Thread**.

3. Type in a **Subject** and **Message** and then click **Submit**. If attachments have been enabled, you will have the option to attach files.