

AUDIO TRANSCRIPT

4. Using FutureLearn functions

Fourth, it's a good idea to **use the FutureLearn functions** to help you in the course. You'll soon notice that there are lots of Comments, possibly hundreds or thousands on a single Step, and it can sometimes be difficult to make sure you haven't missed anything really good. Our advice, therefore, is to learn to use the FutureLearn filters to manage conversations and find comments.

When you look at the Comments, you'll see two drop down menus: **Show** and **Sort by**.

If you click on **Show**, you can check on any conversations you are involved in by clicking on **Your comments**, or you can look at comments from people you are **Following**.

Also, if you are reading a comment you want to go back to later, just bookmark it and find it again by using the **Show bookmarked** option.

The **Sort by** menu is another useful tool. Just click on **Most liked** to quickly find the most active discussions and most popular topics. That way you can catch up on what's been happening since your last visit.

You can also click on the **Activity** tab at the top of your screen. This is where you can view all of the comments you have bookmarked during the course or any comments you have written. And you can see the comments of anyone you are following.