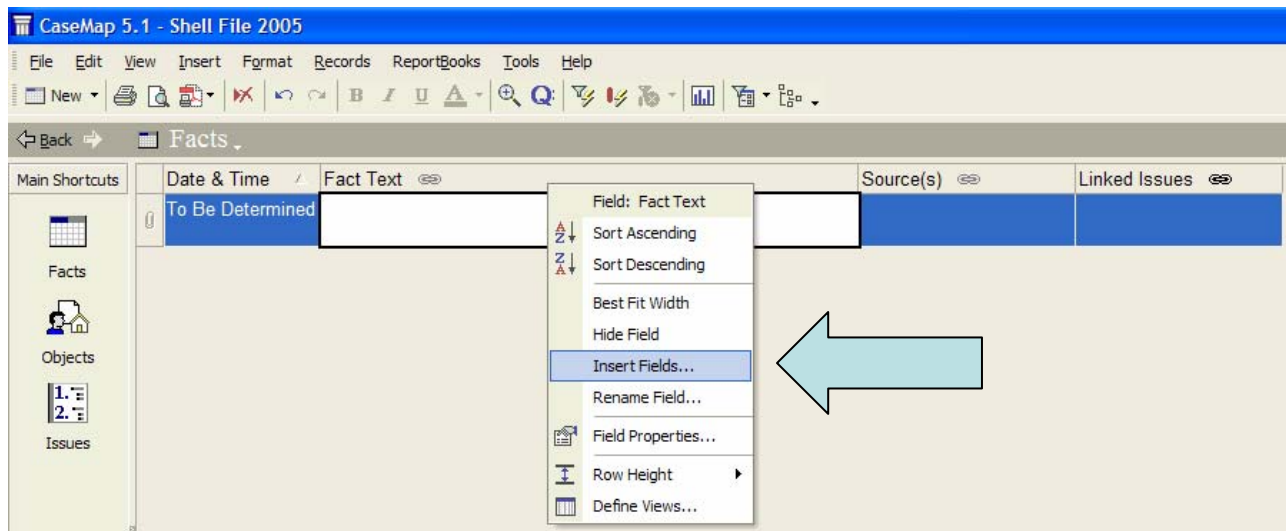


Viewing the Description Column

Some professors have chosen to comment upon your CaseMap assignments by adding a Description column to the file he received from his students. Once the file is returned to the students who submitted it, some students may not be able to view the Description column. This help-sheet will show you how to see it.

- The first step is to open the file that the professor sent back to you. Once it is open, choose the Facts spreadsheet (or whichever spreadsheet to which the professor added the Description column).
- Once you have the spreadsheet open, right-click on one of the column headings. You will see a drop down box with the option to Insert Fields.



- A new window will appear that says “Select Field(s) to Insert. Place a check-mark next to the word Description.
- Then choose OK.
- You should now see the Description Column with the professor’s comments.

