To assign course TC0068 to members in your department, please follow these steps:

1. Log in to Rascal (<u>www.rascal.columbia.edu</u>) using your UNI.

July Columbia University's RA	
← → C a Secure https://www.rascal.columbia.edu	@☆ :
Human Subjects (IB) New FEATURE: Rascal now has a tool to assist you in publicing your 'other Support Human Subjects (IB) New FEATURE: Rascal now has a tool to assist you in publicing your 'other Support Human Subjects (IB) New FEATURE: Rascal now has a tool to assist you in publicing your 'other Support Human Subjects (IB) New FEATURE: Rascal now has a tool to assist you in publicing your 'other Support Human Subjects (IB) New FEATURE: Rascal now has a tool to assist you in publicing your 'other Support Human Subjects (IB) Proposal Tracking a Reports 3 Other Support Human Subjects (IB) Proposal Tracking a Report for yourself. Human Subjects (IB) Proposal Tracking a Report for yourself or any to the support for yourself for yourself. Human Subjects Hateriat New Featurest Administration High Gacal You have access. To request for investigators in your department dean or chair complete the Authorization Request for RASCAL Departmental Reports High Gacal You have access. To request as a chair any count on the support of a support of a support of a support of a support of the SCAL Department dean or chair complete the Authorization Request for mass. Human Subjects New You have an use to the SCAL Department and the support of a support of	Columbia UNI Login: Cog in Forgot Your Password? How do I get an account? External Links: Columbia University Homepage Columbia University Research CU Information Technology CU Grants Management Application (Infoed) Global Support
 Do not open more than one RASCAL browser window at the same time. Please disable any <u>Poorup Blockers</u> and enable <u>JavaScript & Cookies</u>. This system will log you out after approximately one hour of <u>inactivity</u>. Please save your work often. 	

2. Go to the Training Center.

https://www.rascal.	columbia.edu/tc $\mathcal{P} \neq \widehat{\oplus} \mathcal{C}$ $$ Columbia University's RAS ×	6 ☆ 袋
Logout Help Human Subjects A		
Training Center	General Instructions	
My Training To-Do List	• My Training To-Do List @	
Course Listings	Course Listings View Certified Test History @	
View Certified Test History	• Reports	
Actions	• Assign Courses	
Reports	Create a Course	
Assign Courses	Batch Upload Test Scores Create a Course Suite	
Create a Course	<u>Course Suite Listings</u>	
Create a Course Suite	Contact Us (© Countrie University @	
Batch Upload Test Scores	Rescal: Reason Administration and Compliance Application	
Course Suite Listings	015 West 13ts Ofend, 5h Poor New York XY 1002 Thome (21) 804-2013	
Administration		
[RASCAL Menu]		
Training Center Menu		

3. Click on "Assign Courses." You be taken to this page:

+ https://www.rascal.	columbia-edu/tc/assignCourses/departments 🖓 🗧 🚔 🖒 🧋 🎸 Columbia University's RAS 🗴	☆ 🔅
Logout Help Human Subjects A	RASCAL Training Center	
Training Center My Training To-Do List	Assign Courses	
Onume Linkana	Select Code Department	
Course Lisungs	(s) 091710X RES Research Compliance	
View Certified Test History	CTRL button 091500X RES Off Rsch Training & Compl	
Actions	to 091700X RES Research Compliance	
Actions	multiple 091510X RES Off Rsch Training & Compl	
Reports	oeptartments) 0915102 RES Off Rsch Training/Complian	
Assign Courses	0917102 RES Rsch Compliance	
Create a Course		
Create a Course Suite		
Batch Upload Test Scores		
Course Suite Listings		
Administration		
[RASCAL Menu]		
Training Center Menu	a name): Assign	

4. To assign courses by UNI, enter the UNI of the individual and click "Assign." You will then be taken to a menu of courses. Click the box(es) for the course(s) you want to assign and click "Assign." The course will then be added to the individual's My Training To-Do List.



	my training to-bo List 🥹				
Actions	Course Number	Assigned By	Date Completed	Date Due	Remove
Reports	TC0068 - Compensation, Sponsored Projects and Effort Reporting	<u>sfb2132</u>	11/10/2017		×
Assign Courses					

5. To select individuals from a list of everyone in your department, select the department whose member(s) you'd like to assign TC0068 to and click Submit. You'll then be taken to that department's page, which will show all the department members (the Office of Research Compliance and Training serves as an example, below). You may also enter a department member's UNI; in this case, click "Assign," select TC0068, and click "Assign Courses."

+ https://www.rascal.c	columbia.edu/tc/assignCou	rses/departments/091500X/members	오 국 🖴 이 😪 Columbia Univ	ersity's RAS ×	- • ^ *
a factory		RASCAL Haining	Center		
agout Help Human Subjects An	nimal Care Proposal Tracking G	Consent Forms HIPAA Forms Haz Mats Administration	Training Center Conflict of Interest My Rescal		
Fraining Center		Assir	In Courses for Departments:		
vly Training To-Do List		00.00	1500X - RES Off Rsch Training & Compl		
ourse Listings					
ew Certified Test History			Test Requirements		
tions			Wed Jun 20 13:20:35 EDT 2018		
eports	Add UNI Tests UNI	Last Name	First Name	Job Title]
sign Courses	Mla25	Availone	Michelle		
ate a Course	() Nb3852	Benson	Michelle	Research Integrity Specialist	
ate a Course Suite	s12132	Benston	Shawna		
n Upload Test Scores	nj2294	Jain	Nidhi		
rse Suite Listings	mak67	Klein	Michael	Associate Dir of Research Compliance	
inistration	hk2321	Koenig	Heather	Occurring the Descent Occurring and Technics	
SCAL Menu]	0 012625	La	Carlos	Coordinator, Research Compliance and Training	
ining Center Menu	0 0:3025	Nieves	Carnen		
	0 102210				·
	Contact Us @ Columbia Univ	ersty B			
	Rascal, Research Administrat Columbia University Information	ion and Compliance Application on Technology			
	615 West 131st Street, 5th Fig New York, NY 10027 Physics (212) 851 0212	bor			
	Filone. (212) 001-0210				

6. To select the assignees, click on the blue arrow next to the individual's name. Then, select TC0068, and click "Assign Courses."

	Shawna		
	Nidhi		
	Michael	Associate Dir of Research Compliance	
			8
	Select from the foll	owing course suite(s) OR individual course(s) to assign to Benston, Shawna (sfb2132)	
	Available Course S	uite(s):	
	Available Courses:		
	Course Number	Course Title	Assign
	TC0004 X-ray Flu	Jorosocopic Users Credentialing course	
	TC0019 HIPAA:	Health Insurance Portability Accountability Act Research Training Course	
	TC0017 Rascal T	raining: How to do Human Subjects Protocols	
	TC0025 Bloodbo	rne Pathogens/Infection Control Training for Personnel in Human Research Studies and Clinical Settings	
	TC0027 Mentorin	g at Columbia for Mentors and Mentees	
\triangleleft	TC0068 Compen	sation, Sponsored Projects and Effort Reporting	
	TC0077 Emerger	tcy Preparedness for Health Professional Students: Module 1, for all CUMC students	
	TC0076 Shipping	with Dry Ice, Exempt Specimens and Excepted Quantities of Dangerous Goods	
	TC0079 Emerger	rcy Preparedness for Health Professional Students: Module 2, for Medical, Dental, and Nursing Students	
	TC0080 Emerger	rcy Preparedness for Health Professional Students: Module 2, for Public Health Students	

7. The course will then be added to the department member's My Training To-Do List in Rascal.

To run a report showing who in your department has completed course TC0068, please follow these steps:

1. Log in to Rascal (www.rascal.columbia.edu) using your UNI.



3. Go to the Training Center.

		X
+ https://www.rascal	columbia.edu/tc D = 🛱 🖉 🙀 Columbia University's RAS ×	
Logout Hele Human Subjects Ar	RASCAL Training Center imit.Care Execut.Tanking General Mar. Mate Administration Enterties Mr.Bacast	
Training Center	General Instructions	
My Training To-Do List	• My Training To-Do List @	
Course Listings	<u>Course Listings</u> View Certified Test History @	
View Certified Test History	Reports	
Actions	Assign Courses	
Reports	Greate a course Batch Unload Test Scores	
Assign Courses	Create a Course Suite	
Create a Course	<u>Course Suite Listings</u>	
Create a Course Suite	Context Us @ Columbia University (8)	
Batch Upload Test Scores	Racard Administration and Compliance Agolation Columbia Humani International Agolation	
Course Suite Listings	615 Weak 1514 Streak 8th Floor New York, NY 10027 Phones (212) 804-0213	
Administration		
[RASCAL Menu]		
Training Center Menu		

2. Click on Reports.

A ttps://www.rasca	columbia.edu/tc/reports D + 🔒 🖉 🙀 Columbia University's RAS 🗙	
Losest Hele Human Subjects	RASCAL Training Center	
Training Center My Training To-Do List	Training Center Reports	
Course Listings View Certified Test History	<u>Training Center Report by Department</u> <u>General Report by Test</u>	
Actions Reports	Question Statistics by Test Test Requirement Exception Report	
Assign Courses	Contact Us © Columba University d [®] Razosi, Research Administration and Compliance Application	
Create a Course Create a Course Suite	Columba University Information Internology 05 (New 13) (See Table & Rose Prone; (212) (51-22) 3	

3. Click on "Generate Report by Test."

(C) (in https://www.rasca	Lcolumbia.edu/tc/reports/tc6enersiReport8/Test P ← 🗎 C 📝 Columbia University's RAS ×	× ↔
Loacut Hele Human Subjects	RASCAL Training Center	
Training Center My Training To-Do List Course Listings View Certified Test History Actions Reports	Select Test: Stating On: Ending On:	
Assign Courses Create a Course Create a Course Suite Batch Upload Test Scores Course Suite Listings	Submit Contact (Li 6 Councis University) Rescut Administrations and Considered Application Councils University (Homation Technology e) e) Water 11st Start, On Froor Prover (212) 651-6213	

- 4. Input "0068" into the space next to "Select Test" and select "TC0068 Compensation, Sponsored Projects and Effort Reporting" when it pops up.
- 5. Finally, input your "Starting On" and "Ending On" dates to select the time range for your test report.
- 6. You may also run a **Training Center Report by Department** to view all completed courses by members of a selected department.

a. On the Training Center Reports page, click on "Training Center Report by Department."

https://www.rascal.	columbia.edu/tc/reports	ំជា ជា
Masta)	Inst Case Excessed Tracking Edited Forms Har Mais Administration Edited Forms Har Resort	
Training Center		
My Training To-Do List	Training Center Reports	
Course Listings	Training Control Report her Department	
/iew Certified Test History	General Report by Test	
Actions	Question Statistics by Test Test Requirement Exception Report	
Assign Courses	Contact Us (6 Columbia University) ⁶ Rescut, Research Administration and Compliance Application	
Create a Course	Columbia University Information Technology 015 West 313 Street, 6P Not 900	
Create a Course Suite	Here (2) Softaria	
Batch Upload Test Scores		
Course Suite Listings		
Administration		
[RASCAL Menu]		

b. Select the appropriate department

🖌 Yasta)	RASCAL Training Center		
Logout Help Human Subjects J	Animal Care Proposel Tracking Consent Forms HIPAA Forms Haz Mats	Administration Training Center Conflict of Interest My Rascal	
Training Center My Training To-Do List		Training Center Report by Department	
View Certified Test History		RES Radiation Safety Office (0916102)	
Actions Reports	*Select Department(s):	RES Radiation Safety Office (091600X) RES Radiation Safety Office (091610X) RES Radiation Safety Office (916102)	
Assign Courses	(Hold down CTRL button to select multiple options)	RES Research Compliance (091710X) RES Research Compliance (091700X)	
Create a Course		RES Rsch Compliance (0917102)	
Create a Course Suite		RES Sponsored Projects Admin (091800X)	
Batch Upload Test Scores	Select Course Category:	~Select~ •	
Course Suite Listings	Submit		

c. Click "Submit" to see which trainings each member of the department has completed. Please note: any department member who has not yet logged in to Rascal will not be included in the list.