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

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

2. Go to the Training Center.
3. Click on “Assign Courses.” You will be taken to this page:

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

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.

2. Go to the Training Center.
2. Click on Reports.

3. Click on “Generate Report by Test.”

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.”

b. Select the appropriate department

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.