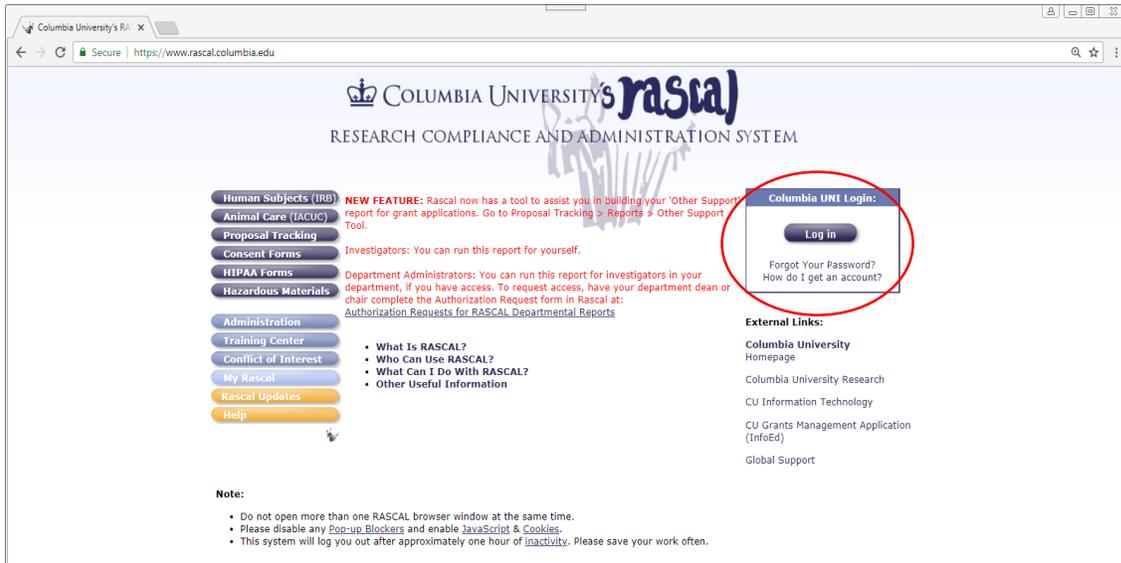
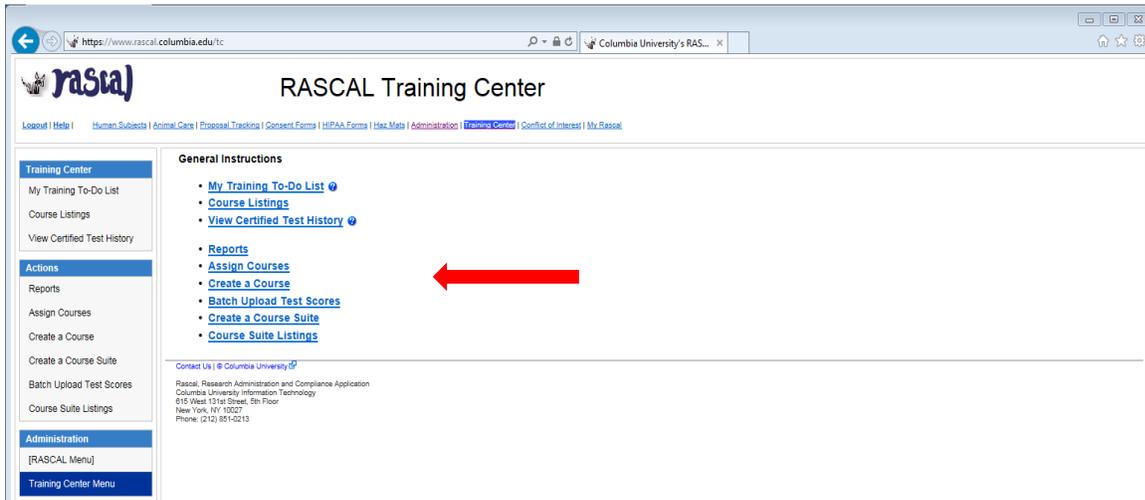


To assign course TC0068 to members in your department, please follow these steps:

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



2. Go to the Training Center.



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

The screenshot shows the 'Assign Courses' page in the RASCAL Training Center. The page has a left sidebar with navigation options like 'My Training To-Do List', 'Course Listings', and 'Assign Courses'. The main content area is titled 'Assign Courses' and contains a table with the following data:

Select Department (s)	Code	Department
(Hold down CTRL button)	091710X	RES Research Compliance
to	091500X	RES Off Rsch Training & Compl
select multiple departments)	091700X	RES Research Compliance
	091510X	RES Off Rsch Training & Compl
	0915102	RES Off Rsch Training/Complan
	0917102	RES Rsch Compliance

Below the table, there are several form elements: a dropdown menu for 'Activity Active', a 'Select' dropdown, an 'Enter UNI (do not enter a name):' field, and an 'Assign' button. Red circles highlight the 'Activity Active' dropdown, the 'Select' dropdown, and the 'Assign' button.

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.

The screenshot shows the 'My Training To-Do List' page in the RASCAL Training Center. The page has a left sidebar with navigation options like 'My Training To-Do List', 'Course Listings', and 'Assign Courses'. The main content area is titled 'My Training To-Do List' and contains a table with the following data:

Course Number	Assigned By	Date Completed	Date Due	Remove
TC0068 - Compensation, Sponsored Projects and Effort Reporting	sfb2132	11/10/2017		

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."

The screenshot shows the RASCAL Training Center interface. The main content area is titled "Assign Courses for Departments:" and displays "091500X - RES Off Rsch Training & Compl". Below this, it shows "Test Requirements" and the date "Wed Jun 20 13:20:35 EDT 2018". A table lists department members with columns for "Add Tests", "UNI", "Last Name", "First Name", and "Job Title". The row for UNI "sf12132" (Benston, Shawna) is highlighted, and a red circle highlights the "Add Tests" icon for this row.

Add Tests	UNI	Last Name	First Name	Job Title
	mja25	Avallone	Michelle	
	hb3852	Benson	Michelle	Research Integrity Specialist
	sf12132	Benston	Shawna	
	uj2294	Jain	Nidhi	
	mak67	Klein	Michael	Associate Dir of Research Compliance
	hk2321	Koenig	Heather	
	dl2825	La	Davlyn	Coordinator, Research Compliance and Training
	cl3025	Lozano	Carlos	
	hc2210	Nieves	Carmen	

Contact Us | @ Columbia University
Rascal, Research Administration and Compliance Application
Columbia University Information Technology
615 West 111st Street, 6th Floor
New York, NY 10027
Phone: (212) 691-0213

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

Select from the following course suite(s) OR individual course(s) to assign to Benston, Shawna (sfb2132)

Available Course Suite(s):

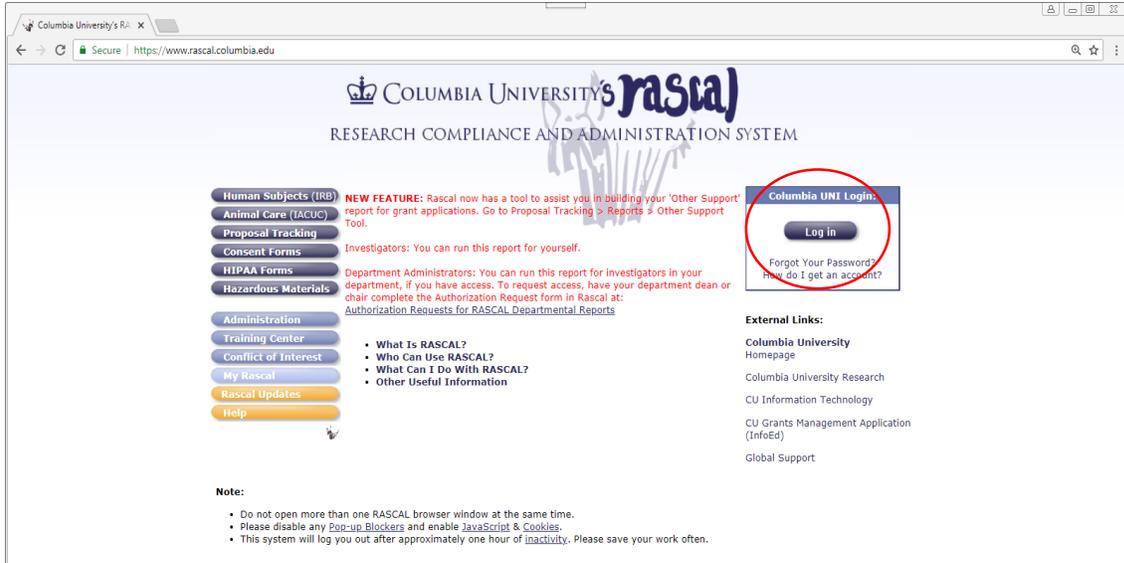
Available Courses:

Course Number	Course Title	Assign
TC0004	X-ray Fluoroscopic Users Credentialing course	<input type="checkbox"/>
TC0019	HIPAA: Health Insurance Portability Accountability Act Research Training Course	<input type="checkbox"/>
TC0017	Rascal Training: How to do Human Subjects Protocols	<input type="checkbox"/>
TC0026	Bloodborne Pathogens/Infection Control Training for Personnel in Human Research Studies and Clinical Settings	<input type="checkbox"/>
TC0027	Mentoring at Columbia for Mentors and Mentees	<input type="checkbox"/>
TC0068	Compensation, Sponsored Projects and Effort Reporting	<input checked="" type="checkbox"/>
TC0077	Emergency Preparedness for Health Professional Students: Module 1, for all CUMC students	<input type="checkbox"/>
TC0076	Shipping with Dry Ice, Exempt Specimens and Excepted Quantities of Dangerous Goods	<input type="checkbox"/>
TC0079	Emergency Preparedness for Health Professional Students: Module 2, for Medical, Dental, and Nursing Students	<input type="checkbox"/>
TC0080	Emergency Preparedness for Health Professional Students: Module 2, for Public Health Students	<input type="checkbox"/>

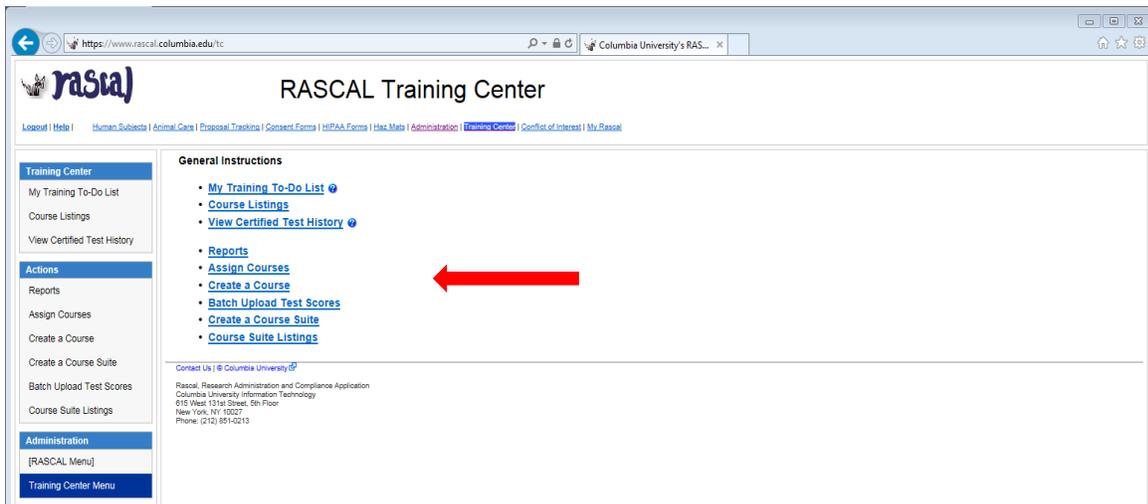
7. The course will then be added to the department member's My Training To-Do List in Rascal.

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

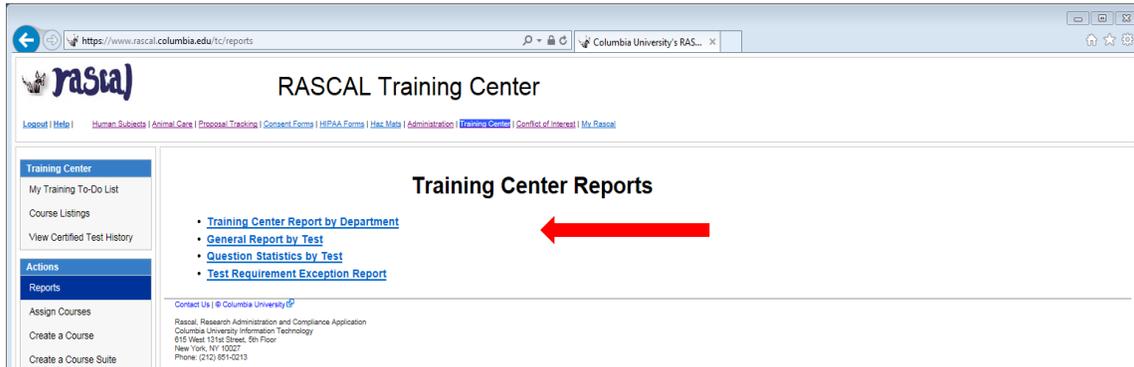
1. Log in to Rascal (www.rascal.columbia.edu) using your UNI.



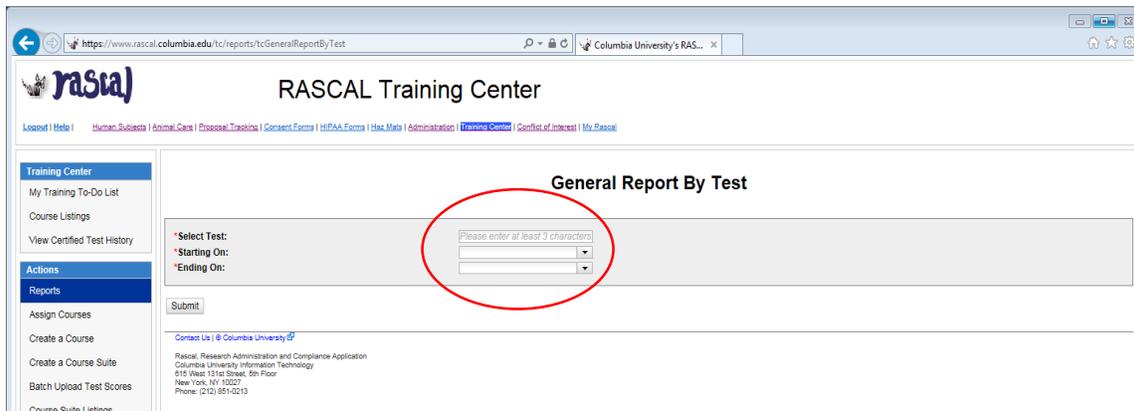
3. Go to the Training Center.



2. Click on Reports.

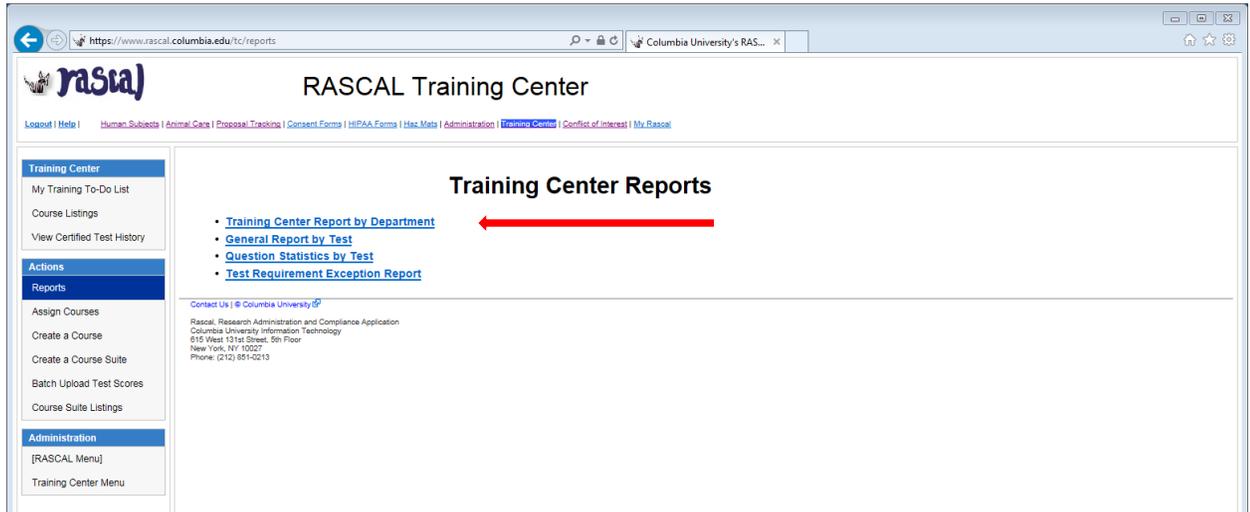


3. Click on "Generate Report by Test."

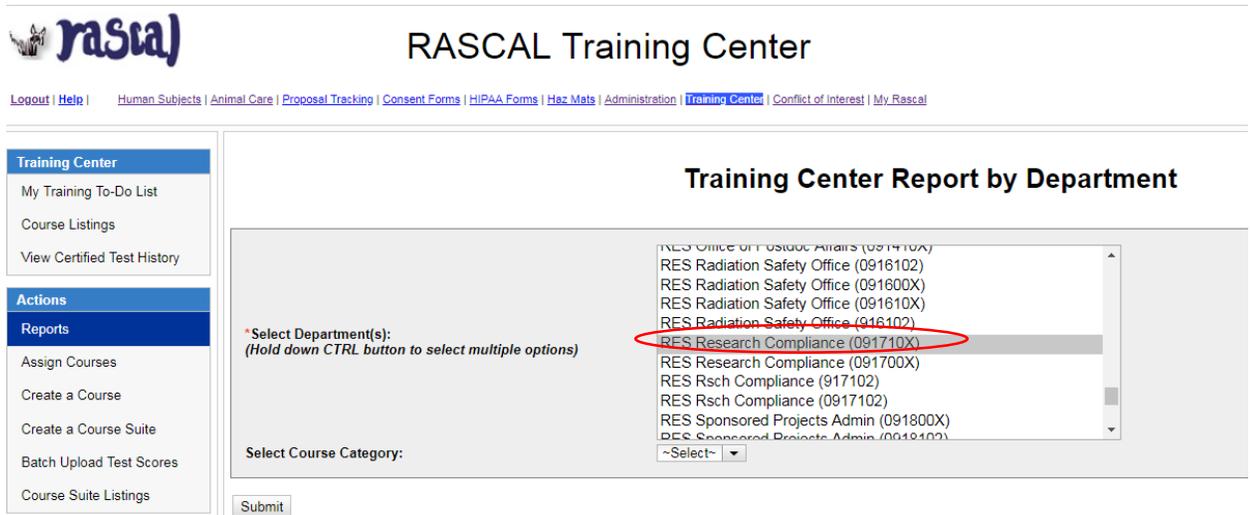


4. Input "0068" into the space next to "Select Test" and select "TC0068 – Compensation, Sponsored Projects and Effort Reporting" when it pops up.
5. Finally, input your "Starting On" and "Ending On" dates to select the time range for your test report.
6. You may also run a **Training Center Report by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