To assign course TC5550 to members in your department, please follow these steps:

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



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

/www.rascal	.columbia.edu/tc/as	signCourse	s/departments D → 🚔 C 🔐 Columbia University's RAS ×						
a)	RASCAL Training Center								
an Subjects é	Animal Care Proposal Tr	racking Con	ant Forms HIPAA Forms Haz Matis Administration Training Cented Conflict of Interest My Rescal						
			Assign Courses						
.ist	Select	Code	Department						
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	Select	Submit							
	OR								
	Enter UNI		UNI Lookup 🜔 🖉						
u	(do not enter 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-Do List

This table shows courses that have been assigned to you and/or previously completed courses that have or will soon expire. This is not a comprehensive list of your training requirements. For help identifying which research compliance training courses you may be required to take, visit the Research Compliance Training Finder P

*My Training To-Do List 🥝								
Course Number	Assigned By	Date Completed	Date Due	Remove				
TC5550 - COVID-19 Training: Safe Research at Columbia University	<u>sfb2132</u>		07/17/2020	×				

5. To select individuals from a list of everyone in your department, select the department whose member(s) you'd like to assign TC5550 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

+ https://www.rascal.co	olumbia.edu/tc/assignCours	es/departments/091500X/members	오 ㅜ 🔒 🖒 🤯 Columbia University	y's RAS ×	☆ 🌣				
RASCAL Training Center Leased Hills Heres Solidests Admini Gass Speece Forms HERA Forms Here Mai Administration General Forms Here Mai Administration Here									
Training Center Assign Courses for Departments: My Training To-Do List 091500X - RES Off Rsch Training & Compl Course Listings 091500X - RES Off Rsch Training & Compl									
View Certified Test History		Test Requirements							
Actions	Wed Jun 20 13:20:35 EDT 2018								
Reports Assign Courses	Add UNI Tests	Last Name	First Name	Job Title					
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Create a Course Suite	mb3852	Benson	Michelle	Research Integrity Specialist					
Batch Upload Test Scores	ni2294	Jain	Nidhi						
Course Suite Listings	mak67	Klein	Michael	Associate Dir of Research Compliance	-				
Administration	hk2321	Koenig	Heather		-				
[RASCAL Menu]	dl2825	La	Davlyn	Coordinator, Research Compliance and Training					
Training Center Menu	cl3025 nc2210	Lozano Nieves	Carlos Carmen		-				

Compliance and Training serves as an example here). To select the assignee, click on the blue arrow next to the individual's name.

6. Then, select TC5550, and click "Assign Courses."

Course	Course Title	Assig
TC5200	Stereotaxic Surgery in Rodents	
TC4903	Journal Editor Perspectives on Rigor and Transparency	
TC5000	Contingency & DOT Security Emergency Preparedness Training	
TC5250	Dark Room Management Training	
TC5450	Safe Management and Use of Compressed Gases	
TC5001	Barnard Chemistry Faculty Hazardous Waste Management and Emergency Preparedness & Prevention Training	
TC5550	COVID-19 Training: Safe Research at Columbia University	 Image: A start of the start of
TC5300	Columbia University PL Waiver Training	
TC5400	Clinical Radiation Safety Refresher Training (Human Use)	
TC5500	Biosafety Precautions with Clinical Specimens from COVID-19 Patients	

- 7. The course will then be added to the department member's My Training To-Do List in Rascal.
- 8. To **batch-assign** TC5550 to more than one individual, go to the Training Center and click on "Batch Upload Assign Courses.

General Instructions

- <u>My Training To-Do List</u>
- Course Listings
- View Certified Test History @
- Reports
- <u>Assign Courses</u>
- <u>Create a Course</u>
- Batch Upload Test Scores
- Batch Upload Assign Courses
- <u>Create a Course Suite</u>
- <u>Course Suite Listings</u>
- DA Quick Guide to Rascal Training Center P
- 9. Download the CSV file, in which you will input the list of UNIs and the course number (TC5550). Save the CSV file and then upload it to Rascal by clicking "Choose File" to find the file on your computer, and then "Upload." You will then see a confirmation screen that lists everyone to whom you've just assigned the course.

Batch Upload for Assigning Courses

Press the Browse button to select the file to upload. This file must be a "CSV" (Comma delimited) created from the file available here.

Instructions:

- 1. Download a copy of the CSV file.
- 2. Enter courses for up to 500 different UNIs at a time. (Only one course per UNI may be entered at a time.)
- 3. For each UNI's course to be assigned in the system, be sure to include information for each column as required by the template. List items with omitted information will be rejected.
- 4. When all information has been listed for each UNI, select the file you have saved using "Browse/Choose File" button below and click "Upload".
- 5. You will receive a report listing the results of your action.

For mere information please contact the RASCAL Helpline (212-851-0213).

Choose File	p file selected	Upload	

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