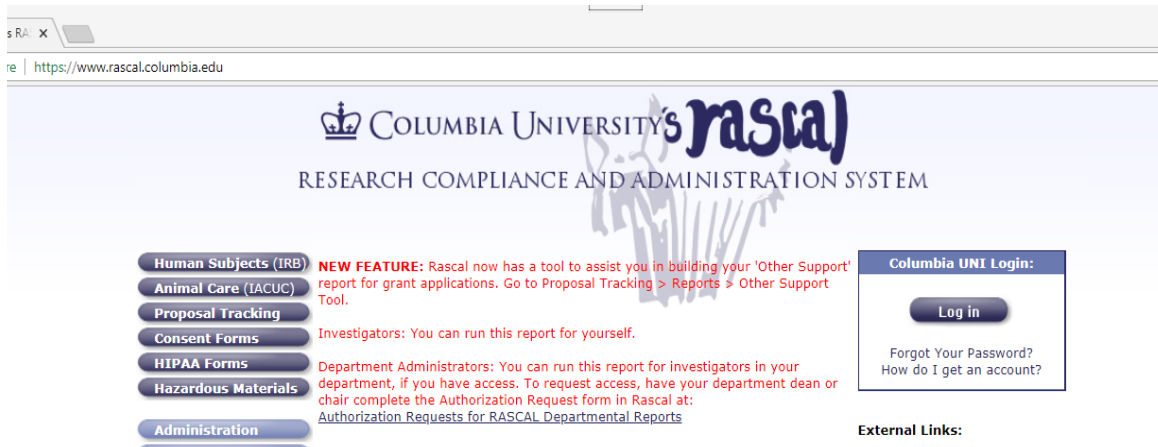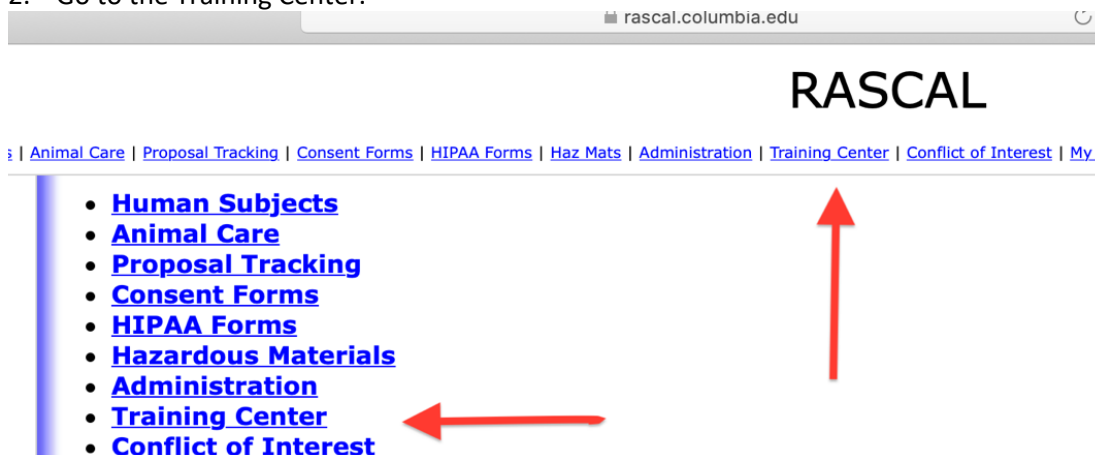**To assign course TC5550 to members in your department, please follow these steps:**

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

2. Go to the Training Center.

3. Click on "Assign Courses." You 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.

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

*My Training To-Do List

Course Number	Assigned By	Date Completed	Date Due	Remove
TC5550 - COVID-19 Training: Safe Research at Columbia University	sfb2132		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

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."

Assign Course Suites

Available Courses:

Course Number	Course Title	Assign
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	☑
TC5300	Columbia University PI Waiver Training	☐
TC5400	Clinical Radiation Safety Refresher Training (Human Use)	☐
TC5500	Biosafety Precautions with Clinical Specimens from COVID-19 Patients	☐

Assign Courses

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

- **My Training To-Do List** ❓
- **Course Listings**
- **View Certified Test History** ❓

- **Reports**
- **Assign Courses**
- **Create a Course**
- **Batch Upload Test Scores**
- **Batch Upload Assign Courses** ⬅
- **Create a Course Suite**
- **Course Suite Listings**

- **DA Quick Guide to Rascal Training Center** ⧉

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

Choose File no file selected   Upload