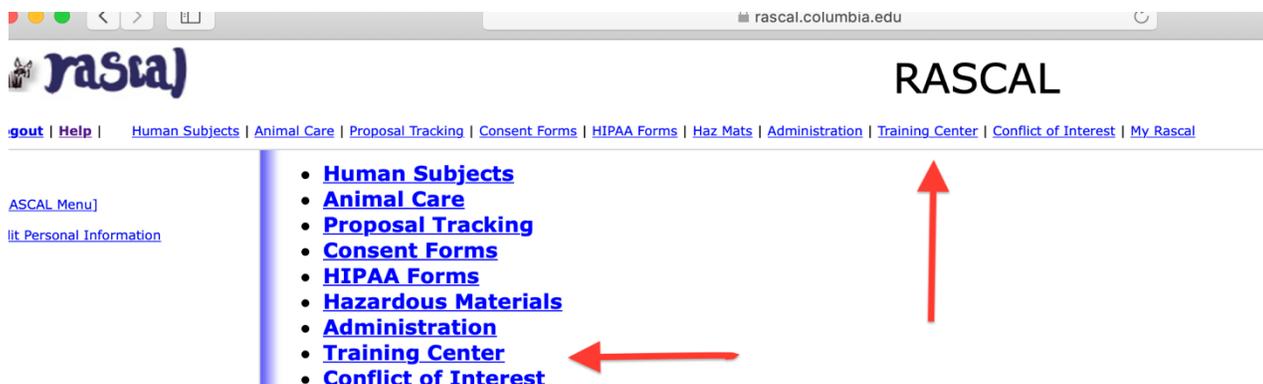**To see who in your department(s) has, and has not, completed the mandatory "TC5550 COVID-19 Training: Safe Research at Columbia University" course, you may run a TC5550-specific report in Rascal. This guide explains how to run the report. Please note: anyone in your department(s) who has *not* logged on to Rascal within the past 400 days will not show up in the report.**
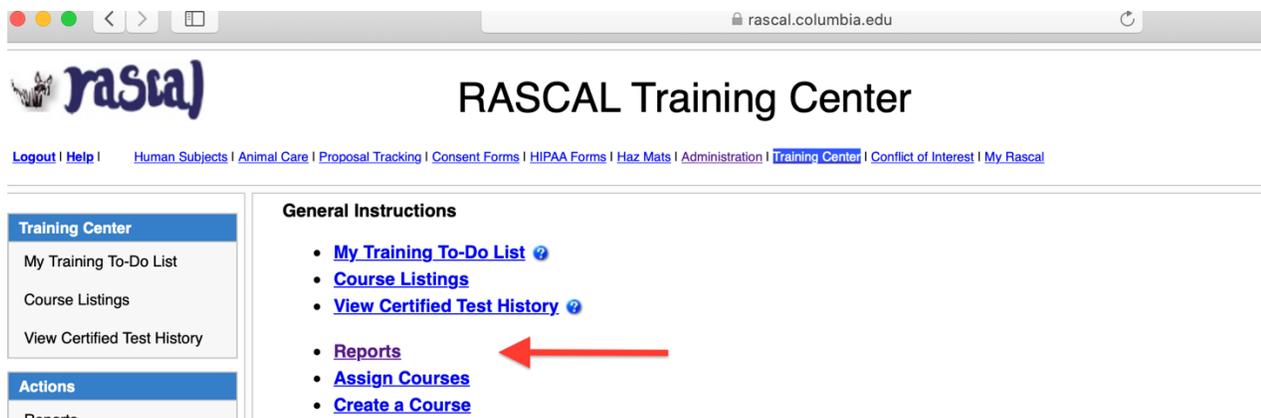
1. Log in to Rascal (www.rascal.columbia.edu) using your UNI.

2. Go to the Training Center.

3. Click on Reports.

4. Click on "TC5550 COVID-19 Training Department Report" to see who in each of your departments has (or has not) completed this training.

Training Center Reports

- **Training Center Report by Department**
- **General Report by Test**
- **Question Statistics by Test**
- **Test Requirement Exception Report**
- **TC5550 COVID-19 Training Department Report**

5. On the "TC5550 COVID-19 Training Department Report" page, select the department(s) you'd like to see and click "Filter." (Below is a report generated for the Office of Research Compliance & Training, as an example.)

TC5550 COVID-19 Training Department Report

Departments
~Select~
RES Off Rsch Training & Compl
RES Off Rsch Training & Compl
RES Off Rsch Training/Complian
RES Research Compliance
RES Research Compliance
RES Rsch Compliance

Filter   Reset Form

First Name	Last Name	User ID	Date Passed	Date Assigned	Department
Michelle	Avallone	mla25			091500X
Naomi	Schrag	ns2333			091500X
Carmen	Nieves	nc2210			091500X
Michael	Klein	mak67			091500X
Barbara	Szolc	bas2190			091500X
Shawna	Benston	sfb2132			091500X
Liana	Tascau	lt2453			091500X

6. You can filter the resultant report by clicking on the column headings (First Name, Last Name, User ID, Date Passed, Date Assigned, Department). You may click the Excel icon (circled in red, above) to download the report. The report you download will be filtered exactly as you see on your screen (e.g., if you filter for First Name, the downloaded report will be filtered that way).