





Guideline for Students:

Table of Contents

1.How to Enter to the System:	2
2. How to register subjects:	3
3.How to see the schedule:	4
4. How to Write a Message:	5
5. How to See a Topic and it's outcomes and material from the Subject:	7
6.How to see assessment in the Logbook:	10
7.How to do Exams in KEYPS:	11
8.How to see exam results:	13
9.How to add Case Record:	15
10. How to add Self-Evaluation for Portfolio:	17





1. How to Enter to the System:

1. Use the following link to access the KEYPS system https://keyps.com.tr/

📞 Tel: (+90) 312 911 45 60 | 🔤 Email: info@keyps.org KEYPS about us Our services References NEWS Home page Contact **KEYPS; ABROAD...**



TC / Username:		
•		
Password:		
l forgot my password	Login	

2. Enter an e-mail in the appropriate fields (BAU University e-mail) If you do not know / remember the password, after entering the e-mail, click <u>I forgot my password</u> and follow the link sent to the e-mail.





2. How to register subjects:

- 1. After entering to the system click on <u>"Program Descriprion"</u>
- 2. After Click on <u>"Course Selection Procedure"</u>
- 3. List of subjects will appear click on <u>"choose"</u> in front of course you should go through
- 4. After choosing click on confirm button <u>"Yes"</u>

RURUMUSAL EGITIM VONETIMI VE PLANLAMA SISTEM	~	
		Announcement List
Learning Course/Block		Announcement not found.
Course Selection Procedure	es	
Curriculum Development	<	
Assesment and Evaluation	<	
Educational Activities	<	
Case Record		Program Schedule
		Period Subject / Core Competency
		Perşembe

now 10 • entries				Search:	
earning Course/ Block	11	Subgroup Name	Trainers 🕸	Capacity 11	# 11
Select	•				
Cardiovascular and Respiratory System		All		0/50	Choose
Cell, Tissue and Organs System		All		2/50	Selected Cancel
Circulatory and Respiratory System Disorders		2007		0/30	Choose
Communication Skills and Academic Reporting I		All		2/50	Selected Cancel
Contraception and Family Planning Elective		cfp		0/10	Choose
Emergency Medicine		em		0/10	Choose
Endocrinology		endocrinology		0/10	Ctalmise
English Language I*		ENG2009		1/10	Selected Cancel
Epidemiology and Preventive Medicine		epidem		0/30	Choose
General Surgery I		gs1		0/30	Choose





ity nt)	Procedure comfirm	ation			×	
<	You are about to choose	the lesson. Do you ap	prove this action	n?		
g Course/ Block 0					Yes No	
ng Course/ Block	1F	Subgroup Name	L† Train	ners		
	•					

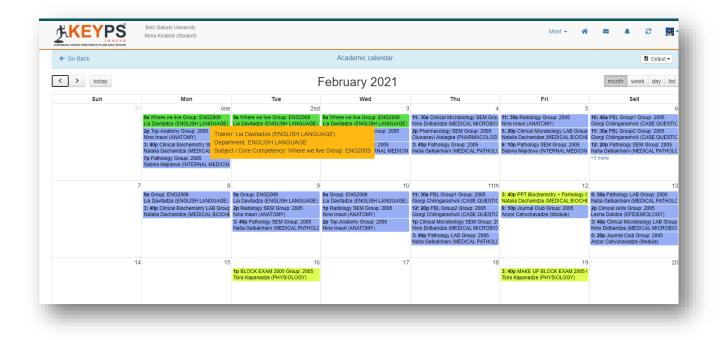
3. How to see the schedule:

- 1. Go to Educational activities
- 2. Click on program schedule
- 3. In the schedule specific subjects, name of lecturer, subject and it's competency will be visible

		BAU Batumi University Rima Kiriakidi (Student)
E Program Description	<	Announcement List
Curriculum Development	<	Announcement not found.
Assesment and Evaluation	<	
Educational Activities	~	
Program Schedule		
Case Record		
		Program Schedule







4. How to Write a Message:

- 1. On the top of the window you will see envelope icon click on it
- 2. Click on Create
- 3. Choose <u>user Group</u> then <u>User</u>
- 4. Add Title and text body
- 5. You can attach file to your message
- 6. Click on Send

KEYPS KURUMSAL EGITIM YÖNETÍMÍ VE PLANLAMA SÍSTEMÍ	BAU Batumi University Rima Kiriakidi (Student)	En 👻 🕋 💌		
Program Description <	Announcement List	🖵 Portfolio		
Curriculum Development				
Assesment and Evaluation	Announcement not found.	Self Evaluation	Tutor Feedbacks	Mentor Scores
Educational Activities		You have completed and	3	3.00
Case Record		approved the Self Evaluation Report. Review		





^o rogram Description	<	← Go Back		Messages	
Curriculum Development	<		¥		
Assesment and Evaluation	<	My Message Box + Crea	Ite		
Educational Activities	<	Receiver	Sender	Message	#
		Rima Kiriakidi	Neli Davitadze	Comm.skills - Rima hello, Hope	
Case Record		MAIN JAPHARIDZE	Rima Kiriakidi	I need transcript for I need	
		Leila akhvlediani	Rima Kiriakidi	Check - Check	
		Dana Ismail	Rima Kiriakidi	Check - Check	
		MAIN JAPHARIDZE	Rima Kiriakidi	Check - აბა ვნახოთ	

tumi iaki	University		Most -			đ	-
	Create						
÷	User Group:	Choose					•
Лу	To who:						
	Tania	Choose					^
Re	Торіс:	Admin					
Ri	Message:	Assessment and Evaluation Commission					
Le		Dean					
Da	All files (except * .exe * .bat) can be	Head of Examination Center					
M	addition is successful.	Lecturer					- 80
	+ Add File						-
Pr					_		_
					Clo	se	Send
h							-88
Т							





User Group:	Secretary (For Academicians and Students)
To who:	Rima Kiriakidi 🔹
Торіс:	Needed Docs
Message:	Please, could you send me transcript
.ll files (except * .exe * .l ddition is successful.	bat) can be added. You can upload a file up to 128M in size. You will see the uploaded file when the

5. How to See a Topic and it's outcomes and material from the Subject:

- 1. After choosing subject it will appear in your interface
- 2. To See topic from subject you should click on "Program Description" after on "Learning course/block"
- 3. Click on subjects name
- 4. Topics added by teacher will be visible



Academic yea	rs		
2020-2021			
#	Learning Course / Block	#	#
Processes -	ME 1003 Cell, Tissue and Organs System	27 Subject / Core Competency Review	Responsible: Anzor Cahvchavadze, Gvantsa Khodeli, Hanan Ebead, Irine Tsintsadze, Lasha Doli Gonashvili, Natalia Dachanidze, Nino Tebidze, Precious Adenika, Rehab Hohamed Atef Mohamed H Kalandarishvili, Sopio Dzneladze, Teona Gogitidze, Tsira Kapanadze
Processes -	MED2005 Musculoskeletal System Disorders	27 Subject / Core Competency Review	Responsible: Leila Akhvlediani, Natalia Dachanidze, Nino Didbaridze, Sopio Dzneladze, Natia Natalia Dorofeeva, Giorgi Chilingarashvili, Oluwaseyi Atolagbe, Sabina Mejidova, Gvantsa Kho
Processes -	English Language I *	5 Subject / Core Competency Review	Responsible: Lia Davitadze
Processes -	Integration of Basic Sciences to Clinical Medicine	46 Subject / Core Competency	Responsible: Anzor Cahvchavadze, Giorgi Javakhishvili, Giorgi Chilingarashvili, Leila Akhvl Dorofeeva, Natia Gelbakhiani, Nino Didbaridze, Nino Inauri, Oluwaseyi Atolagbe, Revaz Davita

BAU International University Batumi

5. Click on Name of topic

Program Description	← Go Back Subject Deta	ail				
Curriculum Development					Burn	
Assesment and Evaluation	MED1003 Cell, Tissue and Organs System - 1. Class - 2020-2021				All Reference	es 🗎 All Files
Educational Activities <	Course & Internship Board Coordinators: Anzor Cahvchavadze, Gvantsa Khodeli, Hanan Ebead, Irine Tsintsadze, Lasha Dolidz Precious Adenika, Rehab Mohamed Atef Mohamed, Hussein Shorena Tukv, Sophidiko Kalandarishvili, Sopio Dzneladze, Ter			i Gonashvili, Natalia	i Dachanidze, Ni	no Tebidze,
Case Record					(Com	iplete List) 🛇
	show 5 v entries			Search		
	Title IL	Number of references	Number of file	Day of Lesson Instructors	Subject Time	
	1003_Protozoa Structure and Classification	1 References	1 Files			
	An Overview of Fuel Metabolism?□	0 References	1 Files			
	Bacterial structure and Morphology	0 References	0 Files			
	Bacterial structure and morphology	3 References	1 Files			
	Cellular Cycle, cell division	0 References	1 Files			
	Showing 1 to 5 of 27 entries	First P	revious one	2nd 3 4	5 6 N	ext Last

6. Following Window will appear. Topic With High/Middle/Low Level of Outcomes. Here you will learn your topic's outcomes







Learning Course/ Block: Neurology (Hour - 1 Affiliated Department: Neurology			
Trainer: Natia Kharati (NEUROLOGY)			
Торіс	Highh Level Outcome	Middle Level Outcome	Low level outcome
E Approaches patients with Seizures: epileptic and non-epileptic seizures EEG and EMG; neuroimaging (Number of file 2) (Number of references: 0)	Student will have knowledge about neurologic disorders such as cerebrovascular diseases, epliepsy, headache, coma, neurologic emergencies, neuromuscular diseases, demyelinating disorders, extrapyramidal diseases and getting basics of neuro- investigation (Number of file: 0) (Number of eferences: 0)	□ Depending on clinical presentation, student summarizes the tests results from EEG and NeuroImaging (Number of life: 0) (Number of references: 0)	■ The student discusses the differential diagnoses for various nervous system disorders (Number of Ite 0) (Number of Scorm: 0) (Number of references. 0)
			■ The student easily takes patients' history and demonstrates neurological examination of the patient (Number of life: 0) (Number of scorm: 0) (Number of references: 0)
			The student has the ability to recognize his/her own limits and asks for help (Number of lice 0) (Number of Scorm: 0) (Number of References: 0)
		The student has the ability to interpret clinical symptoms and syndromes (Number of file: 0) (Number of references: 0)	
	The student identifies and explains the commonly used drugs and modern methods of treatment for different groups of Neurological diseases; (Number of Tile: 0) (Number of Starm: 0)		_

7.Clicking on drop-down menu, you will see files and references for this topic

Trainer: Natia Kharati (NEUROLOGY)		
Торіс	Highh Level Outcome	Middle Level Outcome
■ Approaches patients with Seizures: ■ Files ■ References (Number of references: 0)	 Student will have knowledge about neurologic disorders such as cerebrovascular diseases, epilepsy, headache, coma, neurologic emergencies, neuromuscular diseases, demyelinating disorders, extrapyramidal diseases and getting basics of neuro-investigation (Number of file: 0) (Number of scorn: 0) (Number of references: 0) 	■ Depending on clinica summarizes the tests of Neuroimaging (Number of file: 0) (Number of Scorn: 0) (Number of references: 0)

8. You can also Download them from the list by clicking on <u>number of files and references</u>





	BAU Batumi University Rena Kriasida (Student)		М	ost 🕶	*		٠	ø	3
Program Description <	+ Go Back Subject Det	ail							
Curriculum Development Assesment and Evaluation Educational Activities	MED1003 Cell, Tissue and Organs System - 1. Class - 2020-2021 Course & Internship Board Coordinator: Anzor Cahvchavadze, Gvantsa Khodeli, Hanan Ebead, Irine Tsintsadze, Lasha Dolid Precious Adenika, Rehab Mohamed Atef Mohamed, Hussein Shorena Tukx, Sophidiko Kalandarishvili, Sopio Dzneladze, Te			Gonash	vili, Natali		leference: idze, Nind	1	
g Case Record	Topics show 5 ventries Title 11	Number of references	Number of file	Day o	Search f Lesson ctors			lete List)	Q It
	1003_Protozoa Structure and Classification	1 References	1 Files						
	An Overview of Fuel Metabolism?	0 References	1 Files						
	Bacterial structure and Morphology	0 References	0 Files						
	Bacterial structure and morphology	3 References	1 Files						
	Cellular Cycle, cell division	0 References	1 Files						
	Showing 1 to 5 of 27 entries	First P	revious one	2nd	3 4	5	6 Ne:	d La	st

6. How to see assessment in the Logbook:

1. Go to Program Description then Learning Course/Block, then click on Process after choose Logbook

Program Description	<	← Go Back			Learning Course / Block
Curriculum Development	٠.	Learning Co	urse / Block		
Assesment and Evaluation	<				
Educational Activities	<	Academic yea	rs		
Case Record		2020-2021			
		#	Learning Course / Block	#	#
			ance Report	27 Subject / Core Competency Review	Responsible: Anzor Cahvchavadze, Gvantsa Khodeli, Hanan Ebead, Iri Gonashvili, Natalia Dachanidze, Nino Tebidze, Precious Adenika, Beh Kalandarishvili, Sopio Dzneladze, Teona Gogitidze, Tsira Kapanadze
			Musculoskeletal System Disorders	27 Subject / Core Competency Review	Responsible: Leila Akhvlediani, Natalia Dachanidze, Nino Didbaridz Natalia Dorofeeva, Giorgi Chilingarashvili, Oluwaseyi Atolagbe, Sab
		Processes -	English Language I	5 Subject / Core Competency	Responsible: Lia Davitadze

2. After Clicking on logbook following window will appear, in this window you can see your Assessment





MED1003 Cell, Tissue an	d Organs	s Syste	m - 1. C	lass														
								c	Current Max	mum 20 (1	00%)		Block	Exam maxim (100%)	um 40	Final Exa	m Maximum	40 (100%)
Identity	Student Number	First Last Name	Group	Result	Result (Rounded)	Letter Grade	PBL max 10 (100%)	PPT / Essay maximum 5 (100%)	Lab Physiology maximum 5 (50%)	Quiz Physiology Max 5 (50%)	Current Maximum 20 Raw Points	Current Maximum 20 Points	Block Exam maximum 40 (100%)	Block Exam maximum 40 Raw Score	Block Exam maximum 40 Score	Final Exam Maximum 40 (100%)	Final Exam Maximum 40 Raw Score	Final Exam Maximum 40 Points
ima.kiriakidi@bauinternational.edu.ge	453543	Rima Kiriakidi	-	30.00	30	F	10	10	o	o	20	20	10	10	10	o	0	0

7. How to do Exams in KEYPS:

- 1. Go to Assessment and Evaluation click on it
- 2. Click On Edit Exam
- 3. You will see your exam click on Entrance to the exam
- 4. For MCQ You should click on the option you think is correct and save it
- 5. You can click on **finish the exam** if you want to finish the exam

		BAU Batumi University Rima Kiriakidi (Student)
Program Description	۲.	Announcement List
Curriculum Development	۲.	Announcement not found.
Assesment and Evaluation	•	
Edit Exam		
Educational Activities	۲.	
2 Case Record		





#	Exams (2) List All Exams	Exam Sort	Exam Date	Start and End Time	#	•
Processes	Fake exam II Active Exam	Exam by Date	June 17, 2020	12:30 - 13:00		Entranciato the Ex
Processes	Fake exam Active Exam	Exam by Date	June 17, 2020	12:10 - 13:00		

(IMMUNOLOGY AND ALLERGY DISEASES)	Bu sor
Which of the following NK cells receptor recognize on the tumor cells MIC-A molecules?	
✓ A) ULB	
B) NKG2C	
C) CD2	
D) Killer Inhibitory Receptor	
E) NKG2D	
Say	





evaplama süreniz: 0 dakika 36 saniye

8. How to see exam results:

- 1. When every student finish the exam and Head of the Examination Centre will publish the results you can see it
- 2. Go to Assessment and evaluation
- 3. Click on Edit Exam
- 4. Choose See the results to see the mark
- 5. You can click on <u>Analyze the answer sheet</u> so you will see the highest, average and the lowest mark that your classmates received
- 6. When Head of Examination Centre gives you permission to see your correct and incorrect answers, you can see it, but this happen only when student has appeal to questions which he thinks was wrong (it happen only in campus to avoid spreading of question bank)

#	Exams	Exam Sort	Exam Date	Start and End Time	#
Processes	ENG II midterm Past Exam	Exam by Date	10 Mart 2021	09:40 - 11:00	
Processes▼	fake exam Past Exam	Exam by Date	23 Şubat 2021	13:00 - 14:00	See the result Analyse the answer sheet
Processes	Communication skills and academic reporting I midterm exam Past Exam	Exam by Date	23 Ocak 2021	14:40 - 15:42	See the result Analyse the answer sheet
Processes	MED 3003 Block exam Past Exam	Exam by Date	19 Aralık 2020	15:15 - 17:30	See the result Analyse the answer sheet





KURUMSAL EĞİTİM YÖNETİMİ VE PLANLAMA SİSTEM	I								
Program Description	<	← Go Back Theoreti	cal Examination	Result W	/indov	v			
Curriculum Development	< .								
Assesment and Evaluation	<	fake exam Exam Results							
Educational Activities	<	show All v entries Excel Group All	~						
2 Case Record					Searc	:h:			
		Group	L Student Nu	mber		Student		Score	
		- rima.kiriakidi@bauinternational.edu.ge	453543		1	Rima Kiriaki	di	10.00	
		Showing 1 to 1 of 1 entries							
				First	Prev	vious or	ne	Next	Last

MED 4005 Urology Midterm		
Rima Kiriakidi - Exam Analysis and Answer P	aper	
Exam Analysis		Tüm Öğrencilere GöreRima
Score: 3.50		KiriakidiAnaliz Grafiği
The Question True Answered: 7	20 v	
Partial Answering Question: 0 (In cases where you do not get full points in gap-filling, multiple-choice (core), matching or open- ended questions, you will answer the question partially.)	Exam Score	
The Question Wrong Answered: 33	0	
The Question that's not Answered: 0		 Highest Score Average Score Activate Windows





The Question Wrong Answered: 0	I
The Question that's not Answered: 0	 Highest Score Alınan Puan Average Score
	• Average score
Answer Paper of Student	
I question:Cancer is a large group of diseases that can start in a	Imost any organ or tissue of the body when abno
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour	
Cancer is a large group of diseases that can start in a	
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour	
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour spread to other organs. Score: 10 Response Status: Correctly answered.	
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour spread to other organs. Score: 10 Response Status: Correctly answered. Owner of the Question: Lasha Dolidze	
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour spread to other organs. Score: 10 Response Status: Correctly answered. Owner of the Question: Lasha Dolidze A) True-Correct Option-Student marked	
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour spread to other organs. Score: 10 Response Status: Correctly answered. Owner of the Question: Lasha Dolidze A) True-Correct Option-Student marked B) False	ndaries to invade adjoining parts of the body and
Cancer is a large group of diseases that can start in a cells grow uncontrollably, go beyond their usual bour spread to other organs. Score: 10 Response Status: Correctly answered. Owner of the Question: Lasha Dolidze A) True-Correct Option-Student marked	

9. How to add Case Record:

- 1. Click on <u>Case record</u> on the left side of window
- 2. <u>Click on Upload Case</u>
- 3. Add Title and Explanation
- 4. <u>Upload</u> Paper (case which you did while clinical practice)
- 5. <u>Save</u>
- 6. Case will be visible in your Mentor's interface

Program Description	<		
Curriculum Development	<	Announcement List	Port
		Announcement not found.	
Assesment and Evaluatio	n <		Self Evalu
Educational Activities	<		You ha
Case Record			approv
La Case Record			Evalua





ase Record
S Excol Brint
Search:
1 Explanation
_1 At the moment of Examination, the patient compl
_2 Patient X 25 Years old. At the moment of the ex

Assesment and Evaluation	< .	Title:
Educational Activities	۰.	Case N3
☑ Case Record		Explanation: B J U S X ₂ X ² = := := := := :::::::::::::::::::::::
		All files (event * evented) can be added. You can unload a file up to 128M in size. You will see the unloaded file when the
		All files (except *.exe 7 bat) can be added. You can upload a file up to 128M in size. You will see the uploaded file when the addition is successful. Activate Windows Go to PC settings to activate V





10. How to add Self-Evaluation for Portfolio:

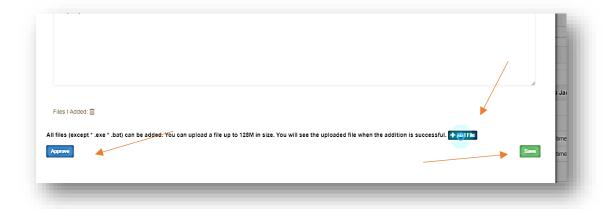
- 1. On the right side of window you will see Portfolio area
- 2. Click on Self Evaluation Review
- 3. Step by step start to fill needed competences (how you assess yourself by this competences)
- 4. On the bottom of the window you can click on Add files (such as certificates and other achievements)
- 5. Make sure if all information has been added and only then <u>Approve</u>, because after approving you cannot change your information, if you are going to change something you can click on <u>save</u> and then make some changes and approve.
- 6. Such kind of Self Evaluation is added every semester and this information will be collected for Portfolio
- 7. After filling it all teachers will assess you, then tutor and mentor will summarize their (teacher's comments) after it you will see tutor's and mentor's assessment and comment.

	Most +	೫ ⊠ ≜ ೫ ⊉	•
	🖵 Portfolio		
	Self Evaluation		
	You did not send the Self Evaluation Report for approval. Reven		
зy	Trainer	#	
		14 September 2020	
en occur yet.			

COMPETENCIES	
Medical Expertise	
cdorijgoirb gwmeoignjaejirngmae	
Patient Care	
sdfdsfdsfbfdgbwrb	
Communication	
sfsdfsbwrstbwr	







Self Evaluation	Tutor Feedbacks	Ment Scor
You have completed and approved the Self Evaluation Report. Review	3	3.00