

TEACHING TEAM · TUTORs

2026-2 Tutor Guide

Tutor role and Academic Console under the confirmed operating model

Timetable updated September 9, 2026: classes run Tuesday and Wednesday. This guide supersedes any earlier timetable or rotation.

1. Semester at a glance

Item	Detail
Semester	September 8 - November 28, 2026; 45 confirmed students
Classes	Tuesday-Wednesday 19:00–21:00, TIU campus
Orientation	Tuesday September 8: doors 18:30, orientation 19:00–19:30, onboarding practicum 19:30–21:00
Certification	October 19–23 (first), November 16–20 (second)

2. Weekly timetable and tutor slots

Day	Room 1 (B414)	Room 2 (B418)
Tuesday	AI-901A	AI-901B
Wednesday	Gen AI + Prompt	AI Engineering (MLOps)

Class	Tutor	AI-901 answers
Tue AI-901 (B414 / B418)	Sardor Kurbanaliyev	Yes
Wed Gen AI + Prompt (B414)	Samira Ikromova, with Xurshidbek Kurbanov / Mamur	No
Wed AI Engineering MLOps (B418)	Muhibullo Hakimjonov, with Xurshidbek Kurbanov / Mamur	No

One AI-901 tutor per weekday; more tutors are added if more sections open.

3. Your role

You run and manage classes; you do not deliver lectures. For AI-901 sections you must answer student questions on AI-901 content. On Wednesday Xurshidbek Kurbanov (odd weeks) or Mamur (even weeks) delivers the special lecture: Gen AI (B414) from 19:00–20:00 and MLOps (B418) from 20:00–21:00. While the other room has the lecture, you run tutor-led practice, the team sprint, and standups for your class. Online lectures completed early count; makeup attendance at another AI-901 section in the same week counts.

4. Weekly class rhythm

Class	Flow	Console records
AI-901 (Tue)	19:05–19:50 mock (12 items) → 19:50–20:00 review → 20:00–20:50 Azure hands-on + Q&A → 20:50 exit ticket	Attendance, mock, lab check
Wednesday (Gen AI, MLOps)	19:00–20:00 special lecture in Gen AI (B414) → 20:00–21:00 special lecture in MLOps (B418) (Uzbek); the tutor leads practice in the other room	Attendance, instructor log

Azure labs: weeks 1–3 core prompt/SDK, 4–6 single agent, 8–9 text/speech, 10 vision, 12 review. Weeks 7 and 11 are certification weeks: exam support replaces the mock. Xurshidbek Kurbanov takes odd weeks from week 1, Mamur even weeks, six sessions each; both attend the November 28 hackathon.

5. Terms

Rate: 270,000 UZS per hour, two 2-hour slots per week. All activity records and the weekly report are submitted through the system. **No report and no activity records means no payment for that week.** A three-month work certificate is issued only to tutors who actually deliver.

6. Academic Console

Your tutor workspace is scoped to your assigned class sections. You see only your own classes; administrators see everything.

Task	Where
View class roster	Your assigned class section
Record attendance	Attendance for the week/session
Write the class journal	Class journal, submitted for review
Enter class scores	Score entry for your section
Log team guidance	Team guidance record (Wednesday electives)
Submit the weekly report	Weekly report, built from Console records

Every student activity appears on the dashboard: attendance, mocks, Azure labs, LMS progress, project participation. For makeup attendance, record present and add a journal note naming the original section until a makeup status is available. Record attendance and the journal the same evening; your weekly report and payment are based on these records.

7. Orientation night: September 8

Time	What happens	Your part
18:30–19:00	Recommended arrival at B411	Verify personal QR and original photo ID; QR window closes 19:30
19:00–19:10	Operating model explained	Keep rooms quiet; route questions
19:10–19:15	Students choose one elective in the Console	Help with sign-in
19:15–19:20	Section assignment runs in the Console	Stand by; Consulting requests use extra online LMS access
19:20–19:30	Students confirm section; six-item diagnostic	Help with Console; not a grade
19:30–21:00	Onboarding practicum	A B414 (Sardor), B B418 (Mergan), others B411 (Samira, Muhibullo)

8. Support and escalation

Verify the student in the authenticated Console before discussing their record. Never request or post an LMS password, Azure key, endpoint, or MFA code in a group chat. LMS password changes: My Classroom → top-right user name → Profile Management → reauthenticate → current/new/confirm → Save; the Console never stores the chosen password. Missing Azure project or a cost/quota warning: stop and escalate to operations. Record candidate and semester references only in the operator system.