

TEACHING TEAM · OPENING NIGHT

2026-2 Tutor Run Sheet

Opening night and first-week operating checklist

All times use Asia/Tashkent. Timetable updated September 9, 2026: classes run Tuesday and Wednesday. No student credentials or personal roster data.

Opening night: September 8

Time	Action	Check
18:00–18:30	Room and device check	B414, B418, B411 ready; projector in B411.
18:30–19:00	Recommended arrival	QR + original photo ID at B411. QR check-in remains open until 19:30; late arrivals ask the door tutor.
19:00–19:10	All-cohort orientation	Direct questions to the support route.
19:10–19:15	Elective selection	Students choose one elective in the Console.
19:15–19:20	Section assignment	Staff run the current Console assignment; Consulting requests use extra online LMS access.
19:20–19:30	Section check and baseline	3 AI-901 + 3 elective items; not a grade.
19:30–21:00	Onboarding practicum	A B414 (Sardor), B B418 (Mergan), others B411 (Samira, Muhibullo).
After class	Evidence	Attendance, journal, Tuesday makeup due Sep 13.

Tutor slots

Tutor	Class	Room
Sardor Kurbanaliyev	Tuesday AI-901	B414 and B418
Samira Ikromova	Wednesday Gen AI + Prompt	B414
Muhibullo Hakimjonov	Wednesday AI Engineering MLOps	B418

AI-901 sessions require the tutor to answer AI-901 questions. Wednesday elective sessions do not.

Student support

Situation	Tutor action
Missing course or room	Do not improvise a placement. Record the exception and escalate before freeze.
LMS issue	Use the native LMS interface. A timeout is unknown until an operator checks external state.
Password change	My Classroom → top-right user name → Profile Management → reauthenticate → current/new/confirm → Save; never request the new password.
Azure project missing	Stop the student from creating a replacement resource; escalate to operations.
Quota warning	Stop repeated calls, preserve the message, and ask operations to review.
Baseline missing	Check assigned question set and flag a late or exception response.

First-week checklist

- ☐ Orientation attendance recorded
- ☐ Baseline status submitted/missing/exception visible
- ☐ Student can open native LMS course
- ☐ Student can see personal Azure scope
- ☐ Tuesday makeup assigned by September 8
- ☐ First journal submitted for review
- ☐ Any capacity or tutor collision recorded

Escalation

Use the authenticated Academic Console and approved staff channel. Record candidate and semester references only in the operator system. Never copy credentials, baseline answers, or private balances into a public document.