

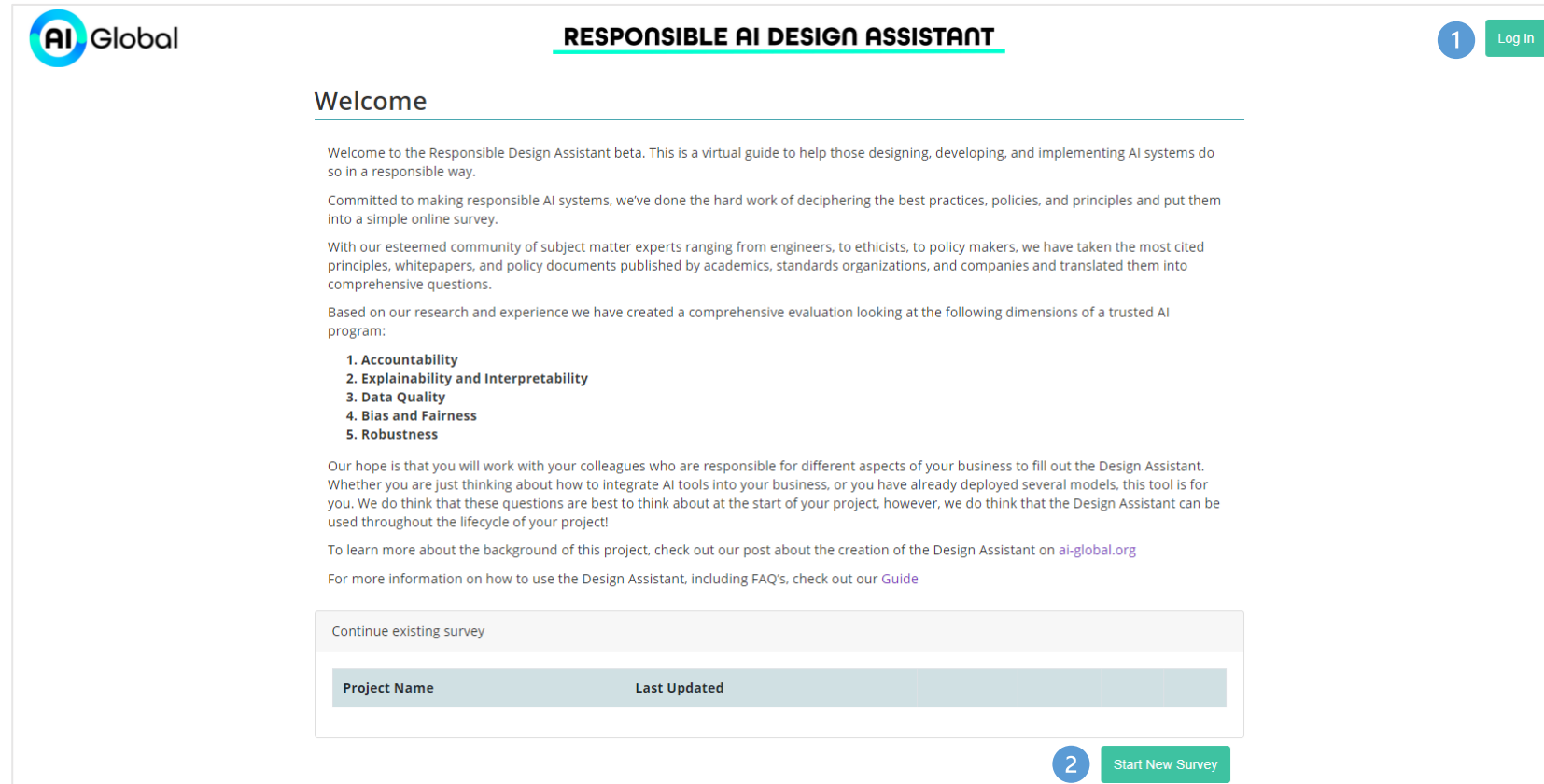


# Responsible AI Assistant Member User Manual

# Home Page – Not Logged In

Upon navigating to the Home page of the Responsible AI Design Assistant, you will be presented with the following page if you are not logged in.

- 1 Clicking on the “Log In” button will bring up a Log In page that will allow you to Log into an existing account or create a new account so that you can have your responses saved.
- 2 Clicking on the “Start New Survey” button will allow you to take the survey without an account. You will not be able to resume your survey upon leaving and returning to the website.



The screenshot shows the home page of the Responsible AI Design Assistant. At the top left is the 'AI Global' logo. At the top right, there is a 'Log in' button with a circled '1' next to it. The main heading is 'RESPONSIBLE AI DESIGN ASSISTANT' with a teal underline. Below this is a 'Welcome' section. The welcome text states: 'Welcome to the Responsible Design Assistant beta. This is a virtual guide to help those designing, developing, and implementing AI systems do so in a responsible way.' It continues: 'Committed to making responsible AI systems, we've done the hard work of deciphering the best practices, policies, and principles and put them into a simple online survey.' Then: 'With our esteemed community of subject matter experts ranging from engineers, to ethicists, to policy makers, we have taken the most cited principles, whitepapers, and policy documents published by academics, standards organizations, and companies and translated them into comprehensive questions.' Finally: 'Based on our research and experience we have created a comprehensive evaluation looking at the following dimensions of a trusted AI program:'. A numbered list follows: '1. Accountability', '2. Explainability and Interpretability', '3. Data Quality', '4. Bias and Fairness', and '5. Robustness'. The text then says: 'Our hope is that you will work with your colleagues who are responsible for different aspects of your business to fill out the Design Assistant. Whether you are just thinking about how to integrate AI tools into your business, or you have already deployed several models, this tool is for you. We do think that these questions are best to think about at the start of your project, however, we do think that the Design Assistant can be used throughout the lifecycle of your project!'. It provides links: 'To learn more about the background of this project, check out our post about the creation of the Design Assistant on [ai-global.org](#)' and 'For more information on how to use the Design Assistant, including FAQ's, check out our [Guide](#)'. At the bottom, there is a 'Continue existing survey' button and a table with two columns: 'Project Name' and 'Last Updated'. At the very bottom right, there is a 'Start New Survey' button with a circled '2' next to it.

AI Global

**RESPONSIBLE AI DESIGN ASSISTANT**

1 Log in

## Welcome

Welcome to the Responsible Design Assistant beta. This is a virtual guide to help those designing, developing, and implementing AI systems do so in a responsible way.

Committed to making responsible AI systems, we've done the hard work of deciphering the best practices, policies, and principles and put them into a simple online survey.

With our esteemed community of subject matter experts ranging from engineers, to ethicists, to policy makers, we have taken the most cited principles, whitepapers, and policy documents published by academics, standards organizations, and companies and translated them into comprehensive questions.

Based on our research and experience we have created a comprehensive evaluation looking at the following dimensions of a trusted AI program:

1. Accountability
2. Explainability and Interpretability
3. Data Quality
4. Bias and Fairness
5. Robustness

Our hope is that you will work with your colleagues who are responsible for different aspects of your business to fill out the Design Assistant. Whether you are just thinking about how to integrate AI tools into your business, or you have already deployed several models, this tool is for you. We do think that these questions are best to think about at the start of your project, however, we do think that the Design Assistant can be used throughout the lifecycle of your project!

To learn more about the background of this project, check out our post about the creation of the Design Assistant on [ai-global.org](#)

For more information on how to use the Design Assistant, including FAQ's, check out our [Guide](#)

Continue existing survey

Project Name	Last Updated
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2 Start New Survey

# Log In

- 1 Upon filling out your Login credentials and clicking the “Login” button, your credentials will be validated. Upon validation, you will be logged into your account where you can access your previously saved submissions.
- 2 Clicking “Create your account” will open the “User Registration” page which will allow you to create a new account.
- 3 Clicking “Continue without an account” will close the Log In screen and bring you back to the Home page where you can start a new survey without an account.

Log In

Username

Password

☐ Remember Me

1 Login

Not a member yet? [Create your account](#) 2

3 [Continue without an account](#)

# User Registration

- 1 Upon clicking “Create your account” on the Login Page, a User Registration page will open that allows you to create a new account.
- 2 Upon filling out your desired account information and clicking the “Create My Account” button, your account information will be validated. Upon validation, your account will be created, and a confirmation email will be sent to your email address.

1

×

## User Registration

You can create an account for the Responsible AI Design Assistant! After creating your account, an email verification will be sent to you.

Email

☒ Sign in using email instead of username

Username

Password

Confirm Your Password

Organization (Optional)

2 Create My Account

# Home Page – Logged In

Upon Navigating to the Home page of the Responsible AI Design Assistant, you will be presented with the following page if you are logged in.

- 1 Clicking “Start New Survey” button will begin a new survey that can be saved and resumed later.
- 2 The “Continue existing survey” section displays your previously saved surveys. You can resume a previously saved survey, clone an existing survey into a new one, edit an already submitted survey, or delete a survey.
- 3 Clicking on the User Settings will display a menu that allow you to change your email, username, password, organization, or log out

The screenshot shows the 'RESPONSIBLE AI DESIGN ASSISTANT' home page. At the top left is the 'AI Global' logo. The top right shows the user is logged in as 'example@ai-global.org' with a user settings icon. A dropdown menu for user settings is open, listing: Home, Change Email, Change Username, Change Password, Change Organization, and Log Out. The main content area has a 'Welcome' section with introductory text and a list of five dimensions of a trusted AI program: 1. Accountability, 2. Explainability and Interpretability, 3. Data Quality, 4. Bias and Fairness, and 5. Robustness. Below this is a 'Continue existing survey' section containing a table of saved surveys. The table has columns for 'Project Name' and 'Last Updated'. It lists two surveys: 'AI Portal' and 'AI Project'. Each survey row has buttons for 'Results', 'Clone', 'Edit', and 'Delete'. At the bottom right, there is a 'Start New Survey' button. Numbered callouts 1, 2, and 3 are placed on the page to correspond with the instructions in the list to the left.

**RESPONSIBLE AI DESIGN ASSISTANT**

Logged in as: example@ai-global.org

**Welcome**

Welcome to the Responsible Design Assistant beta. This is a virtual guide to help those designing, developing, and implementing AI systems do so in a responsible way.

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Continue existing survey

Project Name	Last Updated	Results	Clone	Edit	Delete
AI Portal	11/24/2020, 7:33:10 PM	Results	Clone	Edit	Delete
AI Project	11/24/2020, 6:22:06 PM	Resume	Clone		Delete

Start New Survey

# Survey and controls

- 1 Navigation controls that allow you to jump to questions in different dimensions. Unanswered questions are highlighted in black, while already answered questions are highlighted in blue.
- 2 Menu that allows you to filter questions based on your role, your industry (domain), your region, and/or life cycle of the project. The questions of the survey will dynamically populate based on the filters you select once “Apply Filters” is clicked.
- 3 Each question is followed by an “Other” section that allows you to share any additional information that you think is relevant to the question that wasn’t included in the response options.

The screenshot displays a survey interface with a progress bar at the top right showing 45% completion. On the left, a sidebar contains navigation controls and filters. The navigation controls include sections for Project Details, Risk, Accountability, Bias and Fairness, Explainability and Interpretability, Robustness, and Data Quality. The Accountability section is active, showing a grid of question numbers 34 through 45. Questions 34, 35, 36, 37, 38, 39, 40, and 41 are highlighted in blue, indicating they have been answered. Questions 42, 43, 44, and 45 are highlighted in black, indicating they have not been answered. The filters section includes dropdown menus for Roles, Industry, Regions, and Life Cycles, along with an Apply Filters button. The main content area shows two questions under the Accountability section. Question 40 asks, 'Is the personal data information flow in the system compliant with EU GDPR?' with radio button options for Yes (selected), No, and Not applicable. Below the options is an 'Other:' label and a text input field. Question 41 asks, 'Is the personal data information flow in the system compliant with California Privacy Protection?' with radio button options for Yes, No, and Not applicable. Below the options is an 'Other:' label and a text input field. At the bottom of the interface, there are buttons for Reset, Prev, Next, Save, and Finish.

45%

Accountability

40. Is the personal data information flow in the system compliant with EU GDPR? ⓘ

☒ Yes  
☐ No  
☐ Not applicable

Other: ⓘ

41. Is the personal data information flow in the system compliant with California Privacy Protection? ⓘ

☐ Yes  
☐ No  
☐ Not applicable

Other: ⓘ

Reset Prev Next Save Finish

# Results Page - Score

The “Score” tab of the Results page allows you to assess what you need to improve on for your project in different dimensions.

Score

Report Card

Trusted AI Providers

Trusted AI Resources

Export as CSV

Export

Dimensions	Needs to improve	Acceptable	Proficient
Accountability	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bias and Fairness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explainability and Interpretability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robustness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Quality	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Results Page – Report Card

The “Report Card” tab of the Results page allows you to view the questions you answered and your responses. Each question is followed by a Recommendation given from AI Global and any recommended links that are attached to the question.

- 1 Exports your responses to the survey into a CSV file
- 2 Exports your results into a PDF file

<div> <div>Score</div> <div>Report Card</div> <div>Trusted AI Providers</div> <div>Trusted AI Resources</div> <div>Export as CSV</div> <div>Export</div> </div>			
Question	Your Response	Recommendation	Recommended Links
Has a risk benefit analysis of all aspects of this system including looking at aspects avoidance, mitigation, transference, and acceptance been completed?	Yes	<p>Recommended guidance from Google's Responsible AI Practices: The use of several metrics rather than a single one will help you to understand tradeoffs between different kinds of errors and experiences.</p> <p>1) Consider metrics including feedback from user surveys, quantities that track overall system performance and short- and long-term product health (e.g. click-through rate and</p>	<a href="https://ai.google/">https://ai.google/</a> <a href="https://digitaldirectorship.com/ai-resources/">https://digitaldirectorship.com/ai-resources/</a>



# Results Page – Trusted AI Providers

The “Trusted AI Providers” tab of the Results page allows you to view a list of AI Providers that have been validated by AI Global as being Trusted.

- 1 You can search for a specific Trusted AI Provider

<a href="#">Score</a>	<a href="#">Report Card</a>	Trusted AI Providers	<a href="#">Trusted AI Resources</a>	<a href="#">Export as CSV</a>	<a href="#">Export</a>
<input type="text" value="Search..."/>					
Trusted AI Provider		Description			
<a href="#">AI Global</a>		AI Global is a non-profit committed to a world with trustworthy, safe, and fair technology.			
<a href="#">Google AI Education</a>		Learn with Google AI - Whether you're just learning to code or you're a seasoned machine learning practitioner, you'll find information and exercises to help you develop your skills and advance your projects.			
<a href="#">Personal Image Classifier</a>		A curriculum on how to create and train image classification models, evaluating model performance, and creating an app with the same model			

# Results Page – Trusted AI Resources

The “Trusted AI Resources” tab of the Results page allows you to view a list of AI Resources that have been validated by AI Global as being Trusted.

- 1 You can search for a specific Trusted AI Resource

Score	Report Card	Trusted AI Providers	Trusted AI Resources	Export as CSV	Export
Search...				1	Q
Trusted AI Resource		Description			
AI & Data Privacy Workshop		A video series on data privacy for students K-9.			
AI Education Platform		An AI education platform for building games, programming robots & training AI models			
AI Education Toolkit for Adults		A collection of course modules on What is AI?, AI Problem Solving, Real World AI, Machine Learning, Neural Networks, and Implications			
AI Experiments		A showcase of various AI experiments.			
AI Now Report 2016		A white paper reviewing 2016 analyzing social inequality, labor, healthcare and ethical responsibility in AI			



**RESPONSIBLE AI DESIGN ASSISTANT**