

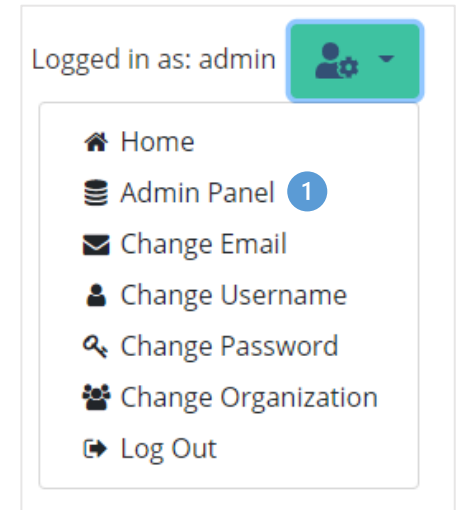


Responsible AI Assistant Administrator User Manual

How To Access the Admin Panel

You must be logged into an account with either an “admin” or “superadmin” role to be able to access the Admin Panel

- 1 Upon clicking the User Settings dropdown, you will be given an option to navigate to the Admin Panel.



Administration Panel – Survey Management

The “Survey Management” tab of the administration panel provides you an interface to easily modify the questionnaire.

- 1 You can create a new question by clicking the “+” icon.
- 2 You can edit an existing question by clicking the “Edit” button next to a question.
- 3 You can reorder the questions by dragging and dropping a question to different sections. Upon dropping a question under another question, you will be prompted with the option to create a “hierarchy” question. You can then select the response(s) from the parent question that would trigger the child question to appear.

The screenshot displays the Survey Management interface. At the top, there is a header bar with a blue circle containing the number '1' and a '+' icon. Below this is a table with columns: 'No.', 'Question', 'Dimension', and an 'Edit' button. The table contains five rows of questions. To the right of the table, there is a blue circle containing the number '2' and an 'Edit' button. Below the table, there is a section titled 'Add Relationship' with a blue circle containing the number '3'. This section contains a form for creating a hierarchy question. The form has two main sections: 'Parent' and 'Child'. The 'Parent' section contains a text input field with the question 'Why are you using AI for this project?'. The 'Child' section contains a text input field with the question 'What is the likelihood of an unintended outcome occurring during the operation of your system?'. Below these sections, there is a radio button group with 'Yes' selected and 'No' unselected. At the bottom, there is a section titled 'Which response(s) should trigger the child question:' with a list of checkboxes: 'Advance operational efficiencies', 'Improve quality', 'Lower transaction costs', 'Innovation', 'Augment human processes', 'Improve consistency', and 'other'. At the bottom right, there are 'Cancel' and 'Confirm Changes' buttons.

No.	Question	Dimension	Edit
1	Title of project	Details	Edit
2	Project Description	Details	Edit
3	Company or Organization	Details	Edit
4	Industry	Details	Edit
5	Country	Details	Edit

Add Relationship

Would you like to form this question relationship:

Parent

Why are you using AI for this project?

Child

What is the likelihood of an unintended outcome occurring during the operation of your system?

☒ Yes ☐ No

Which response(s) should trigger the child question:

- ☐ Advance operational efficiencies
- ☐ Improve quality
- ☐ Lower transaction costs
- ☐ Innovation
- ☐ Augment human processes
- ☐ Improve consistency
- ☐ other

Cancel Confirm Changes

Administration Panel – Edit Question

Upon proceeding to create a new question or edit a question, you will be prompted with the following screen that allows you to fully modify how a question functions.

- 1 You can select the “Dimension” that the question is apart of, the “Response Type” that you want from the user, the “Question Type”, and the “Weight” of the question.
- 2 Based on the “Response Type” that is selected, the “Responses” section will dynamically change. You can then add response options and their respective scores.
- 3 You can select one or more “Role”, “Domain”, “Region”, and/or “Life-Cycle” that you want the question to be applicable to.
- 4 You can add references and links that will be displayed to the user in the report card for the specific question.

Edit Question

Dimension

Response Type

Weight

Accountability

radiogroup

2

1

Question

Has a risk benefit analysis of all aspects of this system including looking at aspects avoidance, mitigation, transference, and acceptance been completed?

Responses

Score

No

0.5

Yes

1

3

Role

Domain

Region

Life-Cycle

☐ Product Owner / Business Owner

☐ Risk Management

☐ Legal Lead

☐ IT Lead

☐ Technical Manager

☐ Health

☐ Insurance

☐ Banking

☐ Media

☐ Retail

☐ Africa

☐ Antarctica

☐ Asia

☐ Europe

☐ North America

☐ Plan and Design

☐ Data and Model

☐ Verify and Validate

☐ Deploy

☐ Operate and Monitor

Alt Text

definitions for Avoidance: Mitigation: Transference: Acceptance:

Reference

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. 1) Consider metrics including feedback from user surveys, quantities that track overall system performance and short- and long-term

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Link

<https://ai.google/>, <https://digitaldirectorship.com/ai-resources/>






Delete






Save

Administration Panel - Users

The “Users” tab of the Administration Panel allows you to view and manage the list of registered users.

- 1 You can filter the list of users that are displayed by their “Role” and/or “Organization”
- 2 You can view the survey submissions of a specific user by clicking the “View” button. This will send you to a page that displays all the submissions of that user.
- 3 You can delete a user by clicking this icon. You will then be prompted to confirm if you want to delete the user and be given an option to also delete their submissions.

Filters		Email	Name	Organization	Role	Submissions
Role		mInguyen@ualberta.ca	mInguyen@ualberta.ca	University of Alberta	admin	View 
Role Name		dronan@ualberta.ca	dronan@ualberta.ca		superadmin	View 
Organization		daltontest1@test.ca	daltontest	daltontest	member	View 
Organization Name		cc@cc.cc	cechoi		superadmin	View 
Submit		hmp@ualberta.ca	hmp	Sample	superadmin	View 
Reset						

User Name	Project Name	Date	Completed	Responses	Action
example@ai-global.org	Example Survey #4	11/24/2020, 9:23:13 PM	No	Responses	
example@ai-global.org	Example Survey #2	11/24/2020, 9:22:24 PM	No	Responses	
example@ai-global.org	Example Survey #1	11/24/2020, 9:22:14 PM	No	Responses	
example@ai-global.org	AI Portal	11/24/2020, 7:33:10 PM	Yes	Responses	
example@ai-global.org	AI Project	11/24/2020, 6:22:06 PM	No	Responses	

3

Delete example@ai-global.org

Delete all submissions from example@ai-global.org?

☐ Yes ☒ No

[Cancel](#) [Confirm](#)

Administration Panel - Submissions

The “Submissions” tab of the administration panel allows you to view and manage the survey submissions that have been saved and their responses.

- 1 You can filter the list of submissions to be displayed based on their “User Name” and/or “Project Name”
- 2 You can view the results and responses of a specific submission by clicking the “Responses” button. This will send you to the “Results” page for that specific submission.
- 3 You can delete a submission by clicking this icon. You will then be prompted to confirm if you want to delete the submission.

Filters						
User Name		User Name	Project Name	Date	Completed	Responses
		<input type="text"/>				
		Project Name				
		<input type="text"/>				
		<input type="button" value="Submit"/>				
		<input type="button" value="Reset ↺"/>				

User Name	Project Name	Date	Completed	Responses	Action
example@ai-global.org	Example Survey #4	11/24/2020, 9:23:13 PM	No	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>
No User	Example Survey #3	11/24/2020, 9:22:42 PM	No	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>
example@ai-global.org	Example Survey #2	11/24/2020, 9:22:24 PM	No	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>
example@ai-global.org	Example Survey #1	11/24/2020, 9:22:14 PM	No	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>
example@ai-global.org	AI Portal	11/24/2020, 7:33:10 PM	Yes	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>
example@ai-global.org	AI Project	11/24/2020, 6:22:06 PM	No	<input type="button" value="Responses"/>	<input type="button" value="Delete"/>

Administration Panel – Trusted AI Providers

The “Trusted AI Providers” tab of the Administration Panel allows you to manage the Trusted AI Providers to be displayed to the user on the Results page.

- 1 You can add a new Trusted AI Provider by clicking the “+” icon.
- 2 You can edit an existing Trusted AI Provider by clicking the “Edit” button next to a Trusted AI Provider
- 3 Upon clicking the “+” icon or “Edit” button, a screen will be displayed that allows you to edit the title, description, and source of a Trusted AI Provider. It will also allow you to delete the Trusted AI Provider.

Trusted AI Provider	Description	1 +
AI Global	AI Global is a non-profit committed to a world with trustworthy, safe, and fair technology.	2 Edit
Personal Image Classifier	A curriculum on how to create and train image classification models, evaluating model performance, and creating an app with the same model	Edit
Google AI Education	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.	Edit

3 Trusted AI Provider x

Title
AI Global

Description
AI Global is a non-profit committed to a world with trustworthy, safe, and fair technology.

Source
https://ai-global.org/

Delete Save

Administration Panel – Trusted AI Resources

The “Trusted AI Resources” tab of the Administration Panel allows you to manage the Trusted AI Resources to be displayed to the user on the Results page.

- 1 You can add a new Trusted AI Resource by clicking the “+” icon.
- 2 You can edit an existing Trusted AI Resource by clicking the “Edit” button next to a Trusted AI Resource
- 3 Upon clicking the “+” icon or “Edit” button, a screen will be displayed that allows you to edit the title, description, and source of a Trusted AI Resource. It will also allow you to delete the Trusted AI Resource.

Trusted AI Resource	Description	1 +
AI & Data Privacy Workshop	A video series on data privacy for students K-9.	2 Edit
AI Education Platform	An AI education platform for building games, programming robots & training AI models	Edit
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	Edit
AI Experiments	A showcase of various AI experiments.	Edit

3 Trusted AI Resource ×

Title

AI & Data Privacy Workshop

Description

A video series on data privacy for students K-9.

Source

https://aieducation.mit.edu/dataprivacy.html

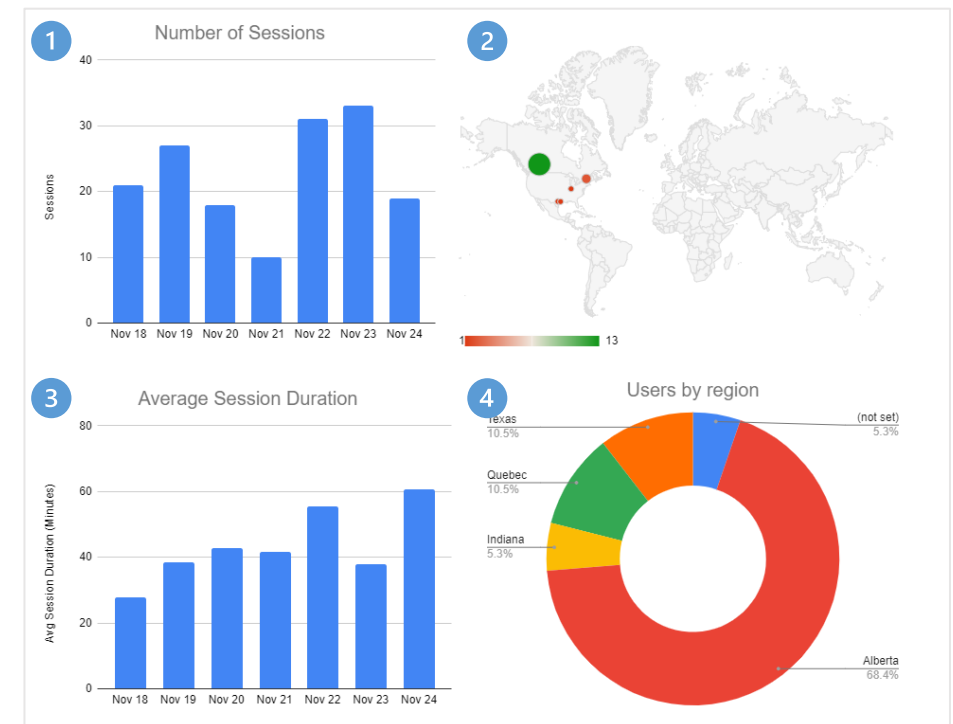
Delete

Save

Administration Panel - Analytics

The analytics tab of the Administration Panel displays four basic analytics that have been gathered from Google Analytics. Further data analytics can be found at <https://analytics.google.com> using a valid google account with access.

- 1 The following basic analytic measures the number of sessions that have been made on the website per day using a bar chart.
- 2 The following basic analytic displays a heat map of where the daily sessions have been located.
- 3 The following basic analytic measures the average session duration on the website per day using a bar chart.
- 4 The following basic analytic measures the percentage of users in different regions using a donut chart.





RESPONSIBLE AI DESIGN ASSISTANT