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THE DATA CARDS PLAYBOOK • ACTIVITY INSTRUCTIONS

# OFTEn Calculator

Participatory activities for purposeful, transparent,  
and people-centric dataset documentation

[pair-code.github.io/datacardsplaybook](https://pair-code.github.io/datacardsplaybook) ↗

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02 INSPECT

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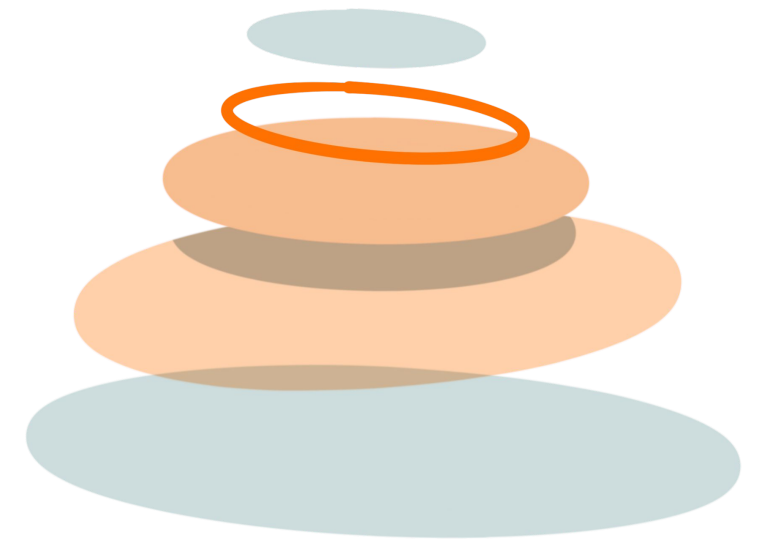
# OFTEn Calculator

# Prerequisites checklist

## BEFORE YOU BEGIN

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- Read through the OFTEEn Framework
- Update your Global Tracker tab in the Activity Tracker with your Data Card prompts and questions
- Have your Data Card or Template ready to inspect



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# OFTEn Calculator

Once the Template has been refined for agents, visualize the distribution of your questions using OFTEn

- Assign OFTEn categories by intent: What category should the answer of the question belong to?
- Interpret the results in the context of your dataset as a gut check on benchmarks you would like to hit
- Identify areas where you could add or consolidate questions



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# Visualize the OFTEn distribution of your Data Card

**Step 1:** Update your refined questions in the Global Tracker tab

**Step 2:** Use the dropdown in the tracker to assign each question an OFTEn category by intent: **What is the intended category that this question should elicit a response for?**

**Step 3:** Check the distribution of your Data Card in the Output: Calculators Tab. Use the next slide to interpret results

**Step 4:** As a group, determine the actions needed to update your questions based on your results

The results of this Calculator are purely directional.





# Notes on the OFTEen Calculator

The results of the OFTEen Calculator should be interpreted in the context of your dataset.

- ▶ A new and unpublished dataset might have a Data Card that is heavier for O, F, and T
- ▶ A dataset with extreme examples could have a considerable amount of detail on “n”
- ▶ If this dataset is publicly available with a history of use, the Data Card might emphasize F and E

Aim to arrive at a flat-ish OFTEen distribution.

- ▶ If a category is sparse, ask if questions cover sufficient ground and solicit enough granularity in information?
- ▶ If a category is very dense, ask if questions are aligned with the Agent Information Journeys, and are helpful for agents?



# Next Steps

## OUTCOMES

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Directional insights and areas for improvement for your Data Card or documentation.

A clear understanding of the robustness and distribution of your Data Card when representing your dataset; and trade-offs where applicable.

## FOLLOW UP

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- Fine-tune your Data Card or Template
- Parking lot: Take note of action items or improvements
- Next: 3 Buckets



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