

## **Guidelines for Determining User Base**

**Updated 9/2/08**

AME tracks the number of users of experiential media systems for reporting purposes. AME faculty members may also find these calculations useful for their own purposes. The number of users should be tracked by year (07-08, 08-09, etc.) When the number of users is required for departmental use, the lead faculty of the module associated with the system will be asked to provide the number of users and the method of calculation.

Each experiential system developer should provide a definition of users for the system they are developing according to the nature of the system. These might include sustained or regular use or full usage of system to achieve intended outcome. The system developers must also justify their definition.