

# User Manual

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## miMove Setup

Thank you for choosing miMove for the young people in your school or organisation. We have designed miMove to help you support young people in developing a physical activity habit so that they reap the multiple and wonderful benefits that physical activity can bring to a person's life.

In this document, you will find all you need to set up and manage miMove. We have designed the system to be as user friendly as possible. If there's anything we can do to make it better, please let us know by emailing [team@mimoveapp.com](mailto:team@mimoveapp.com). Sometimes we all need to pick up the phone and speak to an actual person. If this is the case, please don't hesitate to contact Greg on 07939 227943 or Marcella 07958 605561.

## Safeguarding and Data Protection

miMove collects young people's activity data. We are committed to the highest levels of data protection and security. We are fully [GDPR compliant](#) (EU and UK) and meet the [COPPA standards](#) in the US.

By opening accounts for young people, you are agreeing to our terms and conditions as well as our [privacy policy](#). Parents can view the privacy policy at [mimoveapp.com](https://mimoveapp.com)

miMove must never be used to bring any harm to the young person who is using it. That includes any action that may lead to psychological harm including impacting negatively on self-esteem and confidence. You should not produce and publish league tables that indicate who is the most and who is the least active. miMove is all about creating a **supportive** environment for young people.

## How to open accounts for young people

When your school account has been set up, you simply go to [mimoveapp.com](https://mimoveapp.com) and click **Organisation Sign In**. Then click on I am a **Teacher/Lead Teacher** and start typing a key word from the school's name.

The system will know which type of login your school is using and will give you the appropriate option:

If you have registered with miMove as a single sign-on (SSO) school, you simply sign in using your school Google / Office 365 email and usual password.

If you are not using SSO your username is your email address and your password will be emailed to you in your Welcome email.

If your school is a **Wonde** School

Wonde is a platform that enables your school management information system (MIS) to 'speak' to EdTech apps like miMove. This means there is very little for you to do to set up the student accounts. If your school is a Wonde school the admin/ Business manager in your school who deals with Wonde, will receive an email from Wonde to approve the integration. Once they have given authorisation, your miMove accounts will be set up.

If your school is not a Wonde School

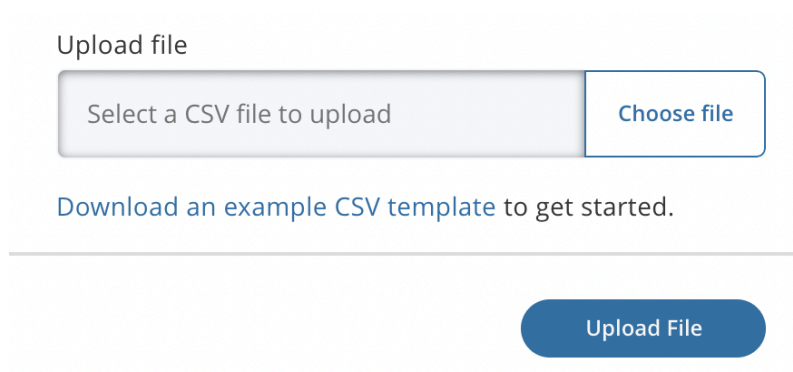
If you are opening a lot of accounts (more than 20) in one go, the quickest method is to export the young people's data from your school system and then import this data into miMove. (If you have only a small number of accounts to open, see **Adding Users below**). Here is a step-by-step guide to importing data:

Click **Users** (top left)

Click **Import Students** (top right)



Click **Download an example CSV template.**



This spreadsheet shows **the column headings that are needed (in the EXACT format)** to import into miMove so you can copy and paste the students' data into the example spreadsheet and rename it.

As it says, to set up an account the required data is

**Student Full Name, Username, Year Group, Class** and **Gender**. Usernames can be the students' full name or the unique IDs that you use at school.

We also recommend completing the other, **optional** columns if applicable as the more data

you have the more you can analyse the students' engagement with physical activity by those column headings. This offers far more data with which to review and analyse the impact of your work.

When formatting the CSV spreadsheet please note the following:

- **Student Full Name:** Name as you would like it to be listed.
- **Username:** Username (student's full name or unique school ID)
- **Year Group:** This is the equivalent to 'Grade' (USA) or 'Standard' (India)
- **Class:** Class name as you would like it to be listed.
- **Gender:** Male, Female, Non-Binary.
- **Pupil Premium:** Yes or No.
- **Ethnicity:** Codes (as below).
- **SEND:** Yes or No.
- **EAL:** Yes or No.

We use the DfE's ethnicity codes to try to ensure consistency. We hope this fits with your school system. If not, you may need to carry out 'Find and Replace'. Please enter the 4-character code as it appears in the table below.

DCSF 4 Digit Code	Description
AOTH	Any other Asian Background
ABAN	Bangladeshi
AIND	Indian
APKN	Pakistani

BCRB	Black Caribbean
BAFR	Black African
BOTH	Any other Black background
CHNE	Chinese
MWBA	Mixed: White/Black African
MOTH	Mixed: any other mixed background
MWAS	Mixed: White/Asian
MWBC	Mixed: White/Black Caribbean
<b>NOBT</b>	<b>Information not obtained</b>
REFU	Refused
OOTH	Any other ethnic background
WOTH	Any other White background
WBRI	White: Britain
WIRI	White: Irish
WIRT	Traveller: Irish Heritage
WROM	Traveller: Gypsy/Roma

Should you experience any problems, we are more than happy to support you in this process either over the phone or via video call, or if it helps, by formatting the spreadsheets and importing for you. We strongly recommend that if you are sharing pupil data, you do so via Google Drive or Dropbox, rather than attaching to email. This way the data is more secure and encrypted.

## Import the Spreadsheet

Once the **CSV** spreadsheet is prepared, save it and return to the web app. Click Choose File and then Upload File once you have selected the saved spreadsheet.

Upload file

Select a CSV file to upload

Choose file

[Download an example CSV template](#) to get started.

Upload File

## Communicating Login Details to each User

Now that you have opened the accounts for each user, the system will generate a 4 digit Password for each student. They need to log into miMove- either by downloading the app to a mobile device from App Store or Google Play or via mimoveapp.com.

>Go to Users

>Export Students

Save the CSV spreadsheet. You will see that each student now has the Username and

Password needed to log in.

For your convenience we have prepared editable information and instructions for parents. We would recommend mail-merging the Username and Temporary Password into this correspondence and sending in your usual way either by VLE, email or hard copy.

## Adding Users

[Click here](#) to view video 'How to Add Users'

Adding users is very straightforward. It is more convenient if you have the User's data to hand.

- >Go to USERS
- >Add User
- >Complete the form
- >Click Add User

You then need to communicate the user's Username and Temporary Password to them/their parents so be sure to make a note or take a screenshot of it.

## Creating more classes or moving students to another class

If you have created accounts by importing the students' data, your classes will be created automatically. However, if you wish to create another class or move a student from one class to another, use this function.

- >Click Classes
- >Click Add Class
- >Name the Class
- >Select the students from the drop down for that class.



## Managing Classes and Groups

### CLASSES AND GROUPS > MANAGE CLASSES AND GROUPS

The Class is the main group you wish your students to be organised in. Groups are other groups students might be in e.g. clubs, pastoral groups, other teaching groups.

Please Note:

- A student can only be in **one Class**. If you move a student into a new class, they will automatically be removed from the old class.
- A student can be in **multiple Groups**  
If you add a student to any Group, they will remain in their main Class

Now we know the difference between Classes and Groups, you can see that the dashboards and the activity tab can all be filtered by either class or group.

You can also use combined filters so if you want to see which students in class 3T attend the Athletics club, you can do so easily.

Setting up a new Group is very straightforward. Just go to Classes and Groups, click manage classes and groups, add the name and then select whether it is a class or group

To add the name of the students, simply start typing and when you see the name highlighted, hit return and the student will be added to this group. Don't forget to press SAVE when you have finished creating the group.

This function gives you fuller information about your students' engagement in physical activity at school.

## Using the Recurring Activities function

Recurring activities are a great way to capture activity data whilst at the same time making it even easier for students to use the app. Using this function teachers can quickly log recurring activities in one go for all their students. Students then just tap how it made them feel so that the activity is logged. [Click here](#) to see a short video explaining how to use this function.

## Reading the Dashboard

The dashboard is an easy to read, at a glance way of seeing how active young people have been in any given time period. [Click here](#) to see a short video explaining how to navigate the dashboard and view the data.

## Viewing Student Activity

This short video [here](#) will show you how to view student activity and engage with this data.

## Using the Messaging Function

Only staff members with access can use the messaging tool. All messages are saved on the system. If parents download the app on their devices, as recommended, they will see all correspondence sent to their child(ren) as it appears.

You can message groups or individuals.

Use the filters to bring up the group you wish to message e.g. a class.

Class ▾ Gender ▾ SEND ▾ Ethnicity ▾ E.A.L. ▾ Assessment Status ▾ Pupil Premium ▾

Check the circles to the left of each student's name.

☐

**Marcella Griso**  
3T

Click the message button at the top right of the screen.

Message Students

You can then either write freely or use one of the pre-set messages to communicate with the student/s.

**MESSAGE 3 STUDENTS** ✕

Choose message preset






Choose message preset

▼

Message text

Type something encouraging to your student(s) here

Choose an emoji



Send message

The student(s) will receive the message in their app and a copy will be kept in the web app. These can be viewed if you click Messages.

Enjoy the journey and please let us know if we can help in any way.  
Team miMove