



Getting Students Started

From Invitations to the Corsava Report

Student Account Set Up

Explore the Student Experience

- Set up a **student test account** and walk through the student experience yourself.
- Presenting to a group of students? Use this account for demonstration purposes too.

Invite your students

- Post your unique registration link on your website, send your link to students via **email**, or add students to your account and send individual invitations through Corsava.
- Verification emails can end up in spam/junk folders. Remind students to check everywhere. Encourage students to reach out to hello@corsava.com themselves if they run into issues, rather than asking you to run interference.

Student Account Status

Student Registration Link

- Once their account is set up, students' names will appear (in teal) under their graduation year* when you View All Students on your My Students page.

Invitation through Corsava

- You can track a student's account status in two ways: by the color of their name button on your My Students page or by viewing their student profile.
 - Red = No Account
 - Orange = Invitation Sent
 - Teal = Account Active

*The "Class of" field currently defaults to 2021. If a student forgets to update this field to the correct graduation year, either you or the student can edit that info via the student's profile page.

Troubleshooting - A few common issues...

- You shared your registration link or sent an invitation, but your student still ended up setting up their account independently through Corsava's website. Now, they have an account, but it's not linked to yours. For privacy purposes, Corsava is not able to link student and counselor accounts on the back end. The student will need to invite you to their account. They can find detailed instructions for doing so [here](#). **Be sure they use the email address associated with your Corsava for Counselors account to invite you.**
- Typos happen. If you created an account for a student, but mistyped their email address, that's ok! From their profile page, you can cancel their current invitation and then send a new invitation to the correct email.
- The links in our account set-up and verification emails expire after one use. They cannot be used to log in to Corsava on an ongoing basis. Remind students to go directly to www.corsava.com and navigate to the **Sign In** page to access their account.

Family Connections (optional)

We might be biased (ok, we *are* biased), but we think one of the greatest things about the Corsava Card Sort is the dialog it can ignite for families. We know counselors have different philosophies regarding parent/guardian involvement in the college search and application process. If you are inclined to actively include parents/guardians, we hope you will encourage your students to **invite** them and/or other adult mentors to their Corsava account.

- Parents/guardians may **view** the information in their student's account, but they are not able to **edit** anything.
- Parents/guardians can do their own card sort, make their own college list, and track their own impressions in their Corsava account.
- Encourage families to check out our **resources** in order to **get the most out** of their Corsava experience.

Card Sort Pre-work (optional)

1. Review the cards
 - Complete a card sort in your student test account.
 - View the student & counselor definitions side-by-side in the Cards section of your counselor account.
 - Prefer a hard copy? Counselor definitions are available in PDF form [here](#). Print them out and reference as needed.
2. Anticipate vocabulary questions
 - Especially important if you will be facilitating a group session, where each student will see the cards in a different order. Pick two or three cards you think most students will need additional clarification on and review them prior to the card sort activity.
3. **Modify your deck**, if there are cards you do not wish to use
4. Share our one-page Card Sort Overviews with **students** and their **parents**

The Card Sort

1. Want to know when your student has completed an online card sort?
 - Log in to your Corsava for Counselors account, click on your name in the upper righthand corner of your window, and scroll down to Sort Notifications.
 - Check the “Receive an email notification when students complete online sorts” box.
2. Remind students of tips - Corsava’s and/or your own - prior to having them complete their sort.
3. Allow 20-30 minutes for a student to complete the sort on their own. Plan for more time if you are working through it together and discussing specific cards and preferences in real time.

The Card Sort: Virtual Sessions - One-on-One

These days, we know most counselors are meeting with students virtually. Here are some tips for doing the card sort activity with a student during a remote session:

1. Prior to meeting with your student, ask them to set up their Corsava for Students account. This will save time during your session.
2. Use a virtual meeting platform that allows users to share their screen (e.g., Zoom, Microsoft Teams, Skype, etc.).
3. During your session, ask the student to:
 1. Log in to their Corsava for Students account
 2. Share their screen with you
 3. Start a card sort

If your student has not had a chance to set up their account, or is not able to easily share their screen during your session, you can still get started! See [Working with Students Remotely](#) for more tips and tricks.

Location Preferences

- Does your student have a strong preference (for or against) a particular state or region?
 - They can record their preferences on Corsava's [Interactive Map](#).
 - Our college recommender algorithm uses Must Have and No Way preferences to generate recommendations. Would Be Nice cards are then used to rank order those recommendations. This means *only colleges in Must Have states* will be recommended. If a student puts some states in Must Have and others in Would Be Nice, *no colleges* in the Would Be Nice states will be recommended.
 - Unless a student has a *very strong* preference for a state/region, Would Be Nice is a better choice than Must Have

Corsava Report

- When a student completes an online card sort, a Corsava Report is automatically generated. The report summarizes the student's card sort results by category and level of importance.
- To view a student's Corsava Report, log in to your Corsava account, search for the student's name or click View All Students, click on their name, and then click on the completed sort you wish to view under the Sorts section of their student profile.
- Reports are saved with the completion date and time, allowing you to easily review the most recent report if a student has multiple.
- Corsava Reports are shareable - just click the "Share Link" button. This is a great way to share a report with parents, guardians, or other mentors who don't have a Corsava account of their own.

Using the Corsava Report

- Pull up your student's Corsava Report and review it before your next meeting. And/or review it together during your meeting.
- Look for patterns - are particular categories more important to the student than others?
- Use the report to facilitate discussion. Some possible questions to start:
 - For Must Haves: Can you tell me about why you chose [card X]?
 - For No Ways: What about [card X] does not appeal to you?
 - Were there any cards you struggled to place? How did you decide where to put them?
- Discuss what to do if their preferences change. Be sure they know how to edit their card sort.
- Many students may make choices that are not complementary (e.g. Must Have: Rural Campus, Would Be Nice: Suburban Campus). Talk through their logic with them. Remind them that Must Have means **must have**. Adjust accordingly.
 - Must Haves and No Ways form the basis of Corsava's college recommendations. Find more info [here](#).

Using the Corsava Report (cont.)

- Send the Corsava Report home for parents/guardians to see.
 - This often leads to “ah ha” moments for parents: “I didn’t know this mattered to you!”
 - Sharing the report shows the deep thinking & reflection students have engaged in.
 - Use the report to answer questions like “why is that school on the list?”
- Ask students to refer to their report throughout their campus visits & other research.
 - This helps keep students focused on **their** priorities, rather than the things the school chooses to highlight.
- Many counselors ask students to complete three card sorts over time. Use the corresponding reports to explore how student preferences have changed and why.
 1. At the beginning of the process
 2. During (or after) the research phase
 3. Before the final decision

Troubleshooting - Can't see your student's report?

- Your student assures you they have completed their card sort, but when you click on their name...it's not there! There are a couple likely scenarios at play:
 - What color is your student's name? Still **red** or **orange**? Rather than accepting your invitation to set up an account, they set one up independently and completed their card sort there. They'll need to **invite** you to their account before you can view their report.
 - If you received an email notifying you of a completed sort, but cannot find it when you click on the student's profile, the student likely inadvertently archived their card sort after its completion. They will need to "unarchive" the sort before you can view the results.
- Other scenarios are possible, but much more rare. Contact us at hello@corsava.com if you need additional assistance. We are happy to help!