

## Working with Students Remotely

With so many counselors working remotely with students now, we wanted to share some tips for doing the online card sort activity with a student while meeting virtually.

### Option 1 (Recommended)

1. Prior to meeting with your student, ask them to set up their Corsava for Students account. This will save time during your session.
  - a. Post your unique student registration link on your website, send your link to students via **email**, or add students to your account and send individual invitations through Corsava. Go to My Students and +New Student to access these features.
  - b. Encourage students to reach out to **hello@corsava.com** directly if they cannot locate their verification code email. Our team is happy to manually verify their accounts to get them up and running. Having them reach out directly allows us to provide the most efficient and effective support and saves you from serving as the middleman.
  - c. **More info**
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:
  - a. Log in to their Corsava for Students account
  - b. Share their screen with you
  - c. Start a card sort

There is no need for you to be logged in to your Corsava for Counselors account during the session.

Some counselors have found they need a couple sessions to go through the card sort activity, depending on how long their sessions are and how the discussion unfolds. A student can Pause their sort and then pick up where they left off at the next session, if necessary.

Once the card sort activity has been completed, a Corsava Report will automatically be generated and you will be able to view it at any time in your Corsava for Counselors account.

## Option 2

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! Here are alternative methods for reviewing the Corsava Cards together.

### If your student has not yet set up their account:

1. On your My Students page, click “Add New Student.”
2. Enter the student’s First and Last Name and select the appropriate Class of and Gender.
3. Click the green plus sign.
4. Click the “Enter Sort Results” button.
5. Share your screen with your student as you navigate through the cards.
  - a. Some virtual meeting platforms allow you to give control of your screen/mouse to another participant. For example, in Zoom, click “**Remote Control**” while screen sharing and then select your student.
  - b. Cards are presented in their respective categories (Academics, Campus Culture, etc.). Click on a card to record their preference. There is no need to record “Do Not Care” preferences.
6. Click Save when you have finished reviewing the cards or have reached the end of your time.
  - a. If you and your student do not finish reviewing all the cards, still Save the results. You can edit the card sort during your next session, focusing on the cards/categories you have not yet covered.
7. From the Corsava Report page, click on the student’s name at the top of the report. This will take you to their profile page.
  - a. To ensure the student has access to and control of their account (including the ability to edit their preferences, add colleges to their list, and rate the colleges on their list), click “Send Invite,” enter their preferred email address in the field provided, and click “Send.”
  - b. Remind students to check Spam/Junk folders if they do not see your invitation in their Inbox. In the case of Gmail, they should also check the Promotions and Social tabs. Searching their mailbox for “**notifcations@corsava.com**” will often locate the email as well.

**If your student has set up their account, but is not in a position to share their screen:**

1. On your My Students page, search for the student's name or click "View All Students."
2. Click on the student's name button.
3. Click the "Enter Sort Results" button.
4. Share your screen with your student as you navigate through the cards.
  - a. Some virtual meeting platforms allow you to give control of your screen/mouse to another participant. For example, in Zoom, click "**Remote Control**" while screen sharing and then select your student.
  - b. Cards are presented in their respective categories (Academics, Campus Culture, etc.). Click on a card to record their preference. There is no need to record "Do Not Care" preferences as any card not recorded will automatically fall into this category.
5. Click Save when you have finished reviewing the cards or have reached the end of your time.
  - a. If you and your student do not finish reviewing all the cards, still Save the results. You can edit the card sort during your next session, focusing on the cards/categories you have not yet covered.