

Overview: Beginning in spring 2018 (with regard to placements for the 2018-19 school year), pre-service placement requests for student teachers and pre-student teachers will be made in an online system called Insights that is managed by Minneapolis Public Schools Human Resources. This new online portal will make it much easier to track placement requests and background checks, and will eliminate the need for student teachers to apply to student teach in the regular MPS application system.

[Click here to access the placement portal.](#)

Frequently Asked Questions:

1. What does this system do?

The Insights system provides a simple online portal for student teacher and pre-student teacher registration, as well as for placement coordinators to request student teaching and pre-student teaching placements. Both placement coordinators and student teachers can log in to view the status of their placement request at any time.

2. Does this system change how I make pre-service placement arrangements with schools?

No. You should not make a placement request in this system until you have connected with the school and made arrangements for student or pre-student teaching as you have done in the past. Once those arrangements are made, you will log into the Insights portal and make the official placement request. In this way, the system is very similar to the previous system of using Google docs.

3. Do student teachers and placement coordinators see the same screen when they log into the portal?

No. Student teachers and pre-student teachers will only see the status of their own request, and are not able to make placement requests for themselves. Placement coordinators have the ability to make placement requests, and can see all of the student teachers from their institution that have registered in the system.

4. What is the advantage of using this system over the previous Google form?

This system will make it much easier for placement coordinators and student teachers to view the status of a placement request in real time.

5. Do student teachers still need to register in Success Factors and apply for student teaching or pre-student teaching?

No. This new portal is the only place the student teacher needs to go to register. This should save them significant time and streamline their registration experience.

6. I am a placement coordinator. What do I need to do first in the system to request a placement?

The first thing you need to do is register as a placement coordinator and verify your email address using the on-screen instructions. Once you do that, you will be able to view the list of student teachers from your institution who have registered for a pre-service placement, and make requests on their behalf.

7. I am a placement coordinator that has registered but I can't see some of the students that I need to make placement requests for. What is wrong?

In this case, the student teacher has not registered. Please reach out to them and let them know they need to register before a placement request is made. Registration is quick and easy.

8. I am a student teacher who has registered. Now what?

Once you have registered, your placement coordinator will make arrangements with a school for your placement and register that placement in the system. You can login at any time to view the status of your request. Once the request has been made, you will be notified that you need to begin the background check process. You cannot begin student teaching or pre-student teaching until your background check is complete.