

Managing Custom Departmental Questions in GradPath

1. As DGPs, your first step is to log into GradPath using your NCSU credentials.
2. Once you are logged in, look for and click the button labeled “Add Custom Questions” for your department.

The screenshot shows the top of the GradPath interface. At the top is a red header with "NC STATE UNIVERSITY". Below it is a white box containing three bullet points: "The GradPath application is designed to facilitate annual academic progress reviews for doctoral students.", "The system serves to enhance student-advisor engagement and includes a student self-assessment and advisor feedback component.", and "In addition to the advisor evaluation of students, Gradpath includes an optional feedback section where the student can provide feedback regarding the quality and frequency of advising/mentorship option to route this to the Dean of Graduate School, DGP, and/or their advisor." Below this is a white box with three input fields: "Name: Bhosale Raj", "Email: pnbhosai@ncsu.edu", and "Home D". Below that is a white box with two buttons: "All Doctoral Students From Mechanical & Aerospace Engr" and "Add Custom Questions". Below the buttons is a white box with the text "Students Advisor" in red.

Once you click on the button, a new tab with open:

Use same questions for all of your Academic Programs

Add Custom Questions for Aerospace Engineering (AE)

The screenshot shows the "Add Custom Questions for Aerospace Engineering (AE)" form. It has three rows. Each row has a dropdown menu on the left with the text "Please Select Question Type" and a large text input field on the right. The word "Question" is written in small text above each input field.

Add Custom Questions for Mechanical Engineering (ME)

The screenshot shows the "Add Custom Questions for Mechanical Engineering (ME)" form. It has one row with a dropdown menu on the left with the text "Please Select Question Type" and a large text input field on the right. The word "Question" is written in small text above the input field.

3. You have the flexibility to add up to **three custom questions** per program. These questions can be formatted as either a **text box** or a **likert scale**.

NOTE: If you want the questions to be the same across all of your programs, check the box that says “Use same questions for all of your academic programs”

The screenshot shows a form interface. At the top, there is a grey input field containing the text "Name: Bhosale Raj". Below this, there is a horizontal line. Underneath the line, there is a checkbox with a yellow square icon, followed by the text "Use same questions for all of your Academic Programs" in red. To the right of this text, there is a large red button labeled "Add Cus". Below the checkbox, there is a grey dropdown menu with the text "Please Select Question Type" and a downward-pointing arrow.

4. After entering the questions, simply hit the **submit button**.

The screenshot shows a form interface. It features a large, empty white input field for entering a question, with the word "Question" centered below it. Below the input field, there is a blue button labeled "Submit".

5. You can continue to add questions for your programs as needed, up until the **deadline of February 28th**. Until that deadline, you also can come back and edit or delete these questions. **Once this date passes, your questions will be locked, and you will no longer be able to edit or delete them.**

Check and fix Advisor-Advisee Relationship

1. As DGPs, your first step is to log into GradPath using your NCSU credentials.
2. Once you are logged in, look for and click the button labeled “Check Student Advisor” for your department. A new tab will open and you will be able to see all students under your department along with their advisor names.

4, 2026.

Email: pnbhosal@ncsu.edu Home Department: Mechanical & Aerospace Engr

[Mechanical & Aerospace Engr](#) [Add Custom Questions](#) [Check Student Advisor](#)

Students Advisor

Search:

Program	Progress Report Status	Co-Advisor
No data available in table		

3. To assign the right advisor to a student, follow the instructions in this [link](#). The same link also resides on the top of the page when you click the button labeled “Check Student Advisor”.



• Please use this [link](#) for instructions on using MyPack's Batch Advisor