

BLACKBOARD ULTRA

Student Guide

How to Submit an Assignment

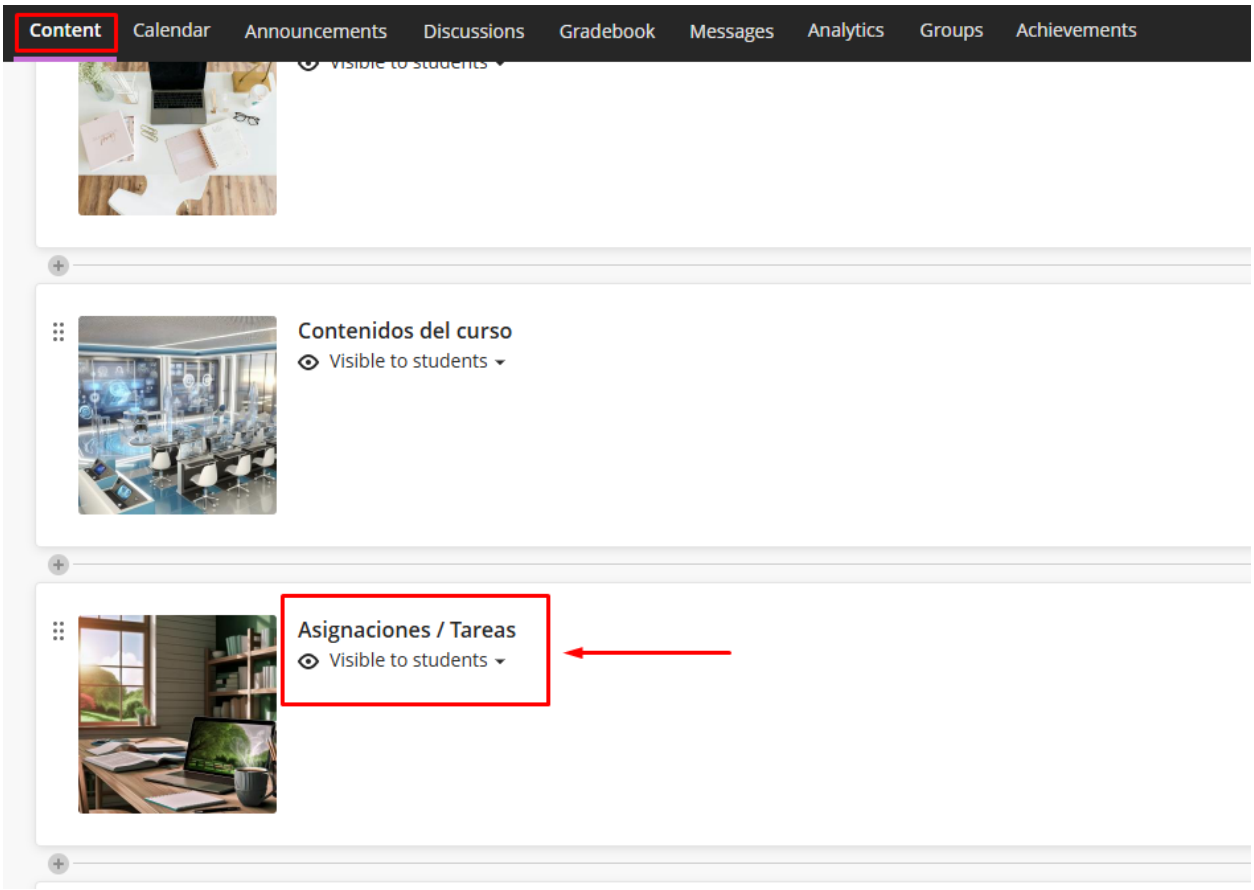
UNIVERSIDAD ANA G. MÉNDEZ
UAGM
SOMOS COMO TÚ

Copyright © UAGM 2026. All rights Reserved.

BLACKBOARD ULTRA: SUBMITTING ASSIGNMENTS

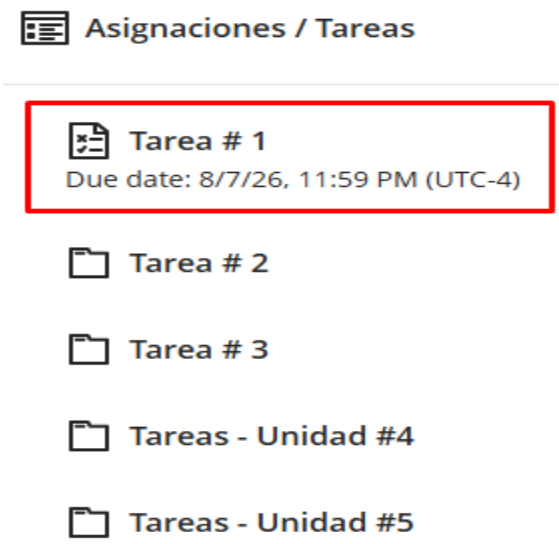
How do I submit assignments?

- In the **Content** area, locate the Assignments button within the course menu
- Click the **Assignments** button to view the list of assignments provided by your instructor.

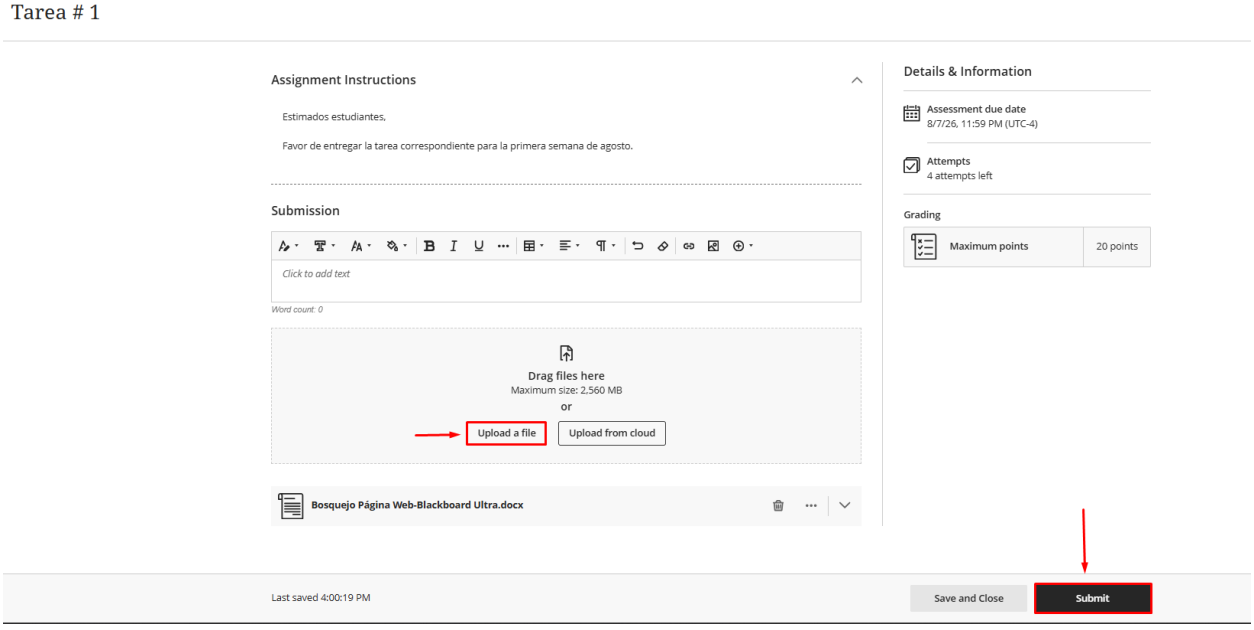


- Identify the assignment you need to submit.

BLACKBOARD ULTRA: SUBMITTING ASSIGNMENTS



- When you access the assignment, you will see the instructions, due date, and point value.
- After reviewing the instructions, locate the"**Upload a file**" button under **Submission**. Select the desired document from its saved location on your device. Once selected, click **Open**, and then click **Submit** to upload your assignment.
- **Note: If you click Save and Close, the assignment will not be submitted. It will be saved as a draft for your personal use only.**



BLACKBOARD ULTRA: SUBMITTING ASSIGNMENTS

CONTACT INFORMATION

Technical Support (Technical and Access Issues)

Tel: 787-751-1374

Hours of Operation:

Monday through Friday: 7:00 AM - 7:00 PM
Saturday: 8:00 AM - 5:00 PM