

From: bme-fac-request@virginia.edu on behalf of [Epstein, Frederick H \(fhe6b\)](#)
To: bme-fac@virginia.edu; BME-AllStaff@virginia.edu
Subject: BME coronavirus preparedness
Date: Monday, March 9, 2020 5:44:05 PM

Dear colleagues,

The BME department has been working on coronavirus preparedness, particularly considering the possibility that, if required by the University, we may need to work and teach remotely.

Central points of contact for this topic include me (for the department as a whole), Crystal for staff, Shannon for the undergraduate program, Shayn for the graduate program, and Henry for IT. The five of us are communicating closely with each other and with the Schools of Medicine and Engineering and with central IT.

To be prepared for working remotely, Henry has prepared recommendations provided below. They are very helpful (Thank you, Henry!). Please read and share these recommendations with your labs. You may need to take some actions to make sure your computer is up-to-date, so read carefully. Shannon and Shayn will share with our undergraduate and graduate students, respectively.

Please don't reply to all (as we don't want to fill inboxes with many replies), but feel free to reply to me, Crystal, Henry, Shayn, and Shannon, or any subset of us.

Beyond IT, there are other challenges to working remotely and we are working on preparedness for those as well (i.e., IDEAS lab, Capstone, etc).

But, for now, please review these IT recommendations that would enable us to function remotely:

VPN Client

The single most important tool for remote access to UVA network resources is the Cisco VPN client. Install the latest version from the ITS Software Gateway. See: <https://in.virginia.edu/vpn>

Windows & OS X Updates

Check for and apply all updates while your computer is on the UVA network. Mac users should refer to the email sent previously about risks associated with upgrading to Catalina.

Remote Desktop

Instructions explaining how to configure and access your Windows-based computer remotely can be found on the BME Support site @ <http://people.virginia.edu/~hep6n/BME/>
Should your BME desktop computer's IP Address change due to a restart, email BME-ITSupport@virginia.edu and I will confirm the machine's IP Address.

Zoom Meetings

All UVA Faculty and Staff have Zoom accounts. Instructions on hosting and attending Zoom meetings are on the ITS Website @ <https://in.virginia.edu/zoom>

Install the Zoom client from: <https://zoom.us/> Zoom also has a browser based client if you don't have the Windows or Mac client on your computer.

Online Classes

Collab is the University supported tool for hosting course information. See:

<https://collab.its.virginia.edu/portal>

Panopto, installed and used through your Collab course site, is the UVA solution for recording lectures. Get started at: <https://uvacollab.screenstepslive.com/s/help/m/integrations/c/299407>

Save data on network drives

Use network based storage so files can be shared. Faculty and Staff have access to OneDrive (5TB) and everyone at UVA has a UVA Box Account (1TB).

BME offers limited storage for labs on [\\Nas.Storage](#) (mapped as L on some machines) and many labs have shares on [\\Smmas](#). More info & links on the BME IT Support site.

Regards (and wash your hands often),

Fred

Fred Epstein, PhD

Mac Wade Professor of Biomedical Engineering

Professor of Radiology

Chair of Biomedical Engineering

University of Virginia

434-924-0270 (phone)

fredepstein@virginia.edu

<http://www.bme.virginia.edu/people/epstein.html>

<http://www.bme.virginia.edu>

Executive Coordinator/Assistant: Keisha Jones kj3e@eservices.virginia.edu

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