

# Report on Accessibility Issues Encountered in Online Courses

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Report on Online Course Accessibility Issues

## Introduction

This report outlines the accessibility issues encountered while participating in online courses. The aim is to highlight the challenges faced by users with disabilities and to propose recommendations for improvement.

## Identified Issues

- Lack of screen reader compatibility for course materials.
- Inaccessible video content lacking captions or transcripts.
- Navigation problems with course platforms for keyboard users.
- Insufficient alternative text for images and diagrams.

## Recommendations

1. Ensure all course materials are compatible with screen readers.
2. Provide captions and transcripts for all video content.
3. Enhance keyboard navigation on course platforms.
4. Include detailed alternative text descriptions for all visuals.

## Conclusion

Addressing these accessibility issues will not only improve the learning experience for students with disabilities but will also create a more inclusive online learning environment for all participants.

Thank you for your attention to this important matter. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]